

AGENDA

REGULAR MEETING OF THE COUNCIL OF THE VILLAGE OF LONGVIEW

In the Province of Alberta, held on Tuesday, May 19, 2020

To be held in the Longview Community Hall at 6:00 p.m.

Open Council Meeting – 6:30 p.m.

1.0 CALL TO ORDER

2.0 AGENDA

3.0 CLOSED MEETING - Section 29(1)(b) of the *Freedom of Information and Protection of Privacy Act*

3.1 Auditor – Financial Report

4.0 OPEN REGULAR COUNCIL MEETING

5.0 DELEGATIONS

Auditors – Gregory Harriman – Presentation of 2019 Financial Statements

Ivor – Community Hall Ramp

A request to attend a Council meeting or have a topic discussed at a Council meeting must be received by the Village of Longview administration no later than 3:00 p.m. on a business day at least five (5) days immediately preceding the meeting at which it is to be presented.

6.0 CORRESPONDENCE FROM RESIDENTS

7.0 MINUTES

7.1 Minutes Regular Council Meeting – April 21, 2020

7.2 Minutes of Special Council Budget Meeting – April 29, 2020

7.3 Minutes of Special Council CAO Evaluation Meeting – May 4, 2020

7.4 Minutes of Committee of the Whole – May 6, 2020

7.5 Minutes of Special Council Budget Meeting – May 7, 2020

8.0 ACTION ITEM REPORT

8.1 Action Item Report – Council and COW

9.0 REPORTS

9.1 CAO Report –

9.2 Public Works Report – April 16-30, May 1-15

9.3 Council Reports

10.0 FINANCIAL REPORTING

10.1 Bank Reconciliation

10.2 Accounts Payable Cheque Register

10.3 YTD Budget to Actual Revenue & Expenses

11.0 QUESTION PERIOD

An opportunity for the public to ask a question about something on the current agenda.

12.0 BYLAWS

12.1 Bylaw 427-20 FCSS Advisory Board

12.2 Bylaw 428-20 Petition Name Removal – 3rd Reading

12.3 Bylaw 429-20 Property Tax bylaw

13.0 BUSINESS

13.1 RFD Branding

13.2 RFD 2020 FCSS Committee Appointments

13.3 RFD Video Surveillance policy

13.4 RFD 2020 Operating & Capital Budgets

13.5 RFD Offsite Levy Application

13.6 RFD EDC appointee

14.0 CORRESPONDENCE

15.0 CLOSE MEETING

Section 197(2) of the Municipal Government Act specifies that a council may close all or part of a meeting to the public if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of FOIPP. No bylaw or resolution can be passed at an in-camera meeting except a resolution to revert to the council meeting in public or to recess.

16.0 ADJOURNMENT

MINUTES OF THE REGULAR MEETING
OF THE COUNCIL OF THE VILLAGE OF LONGVIEW
In the Province of Alberta, held on Tuesday, April 21, 2020 in
Longview Community Hall commencing at 6:30 p.m.

PRESENT

Mayor Kathie Wight
Deputy Mayor Christina Weir
Councilor Len Kirk
Chief Administrative Officer Dale Harrison

3 Public in attendance

CALL TO ORDER

Mayor Wight called the meeting to order at 6:30 p.m.

AGENDA

MOVED by Deputy Mayor Weir that the agenda be adopted as amended. **CARRIED**

Resolution 064-20

DELEGATION

None

**CORRESPONDENCE
FROM RESIDENTS**

A letter submitted to Deputy Mayor Wight. CAO responded to some of the items in letter. Mayor Wight will send a letter to the author.

**MINUTES OF
PREVIOUS MEETINGS**

March 17, 20 - Regular Council Meeting Minutes
March 27, 20 – Special Meeting Minutes
April 1, 20 – Committee of the Whole Minutes

Resolution 65-20

MOVED by Deputy Mayor Weir to rescind Resolution 50-20 for \$2,050 for advertising and the amount to be put back into EDC budget until depleted. **CARRIED**

Resolution 66-20

MOVED by Mayor Wight that Meeting Minutes of the March 17, 2020 Regular Council Meeting, March 27, 20 Special Meeting, and the April 1, 20 Committee of the Whole Meeting be adopted as amended. **CARRIED**

ACTION ITEMS

Resolution 67-20

MOVED by Deputy Mayor Weir that the Action Item list be accepted for information. **CARRIED**

REPORTS

CAO Report

CAO Harrison summarized the report submitted to Council.

Public Works Report

As presented –

Council Reports

Mayor Wight

- AHS – webinars on Covid-19 constant changing,
 - Apr 24 – 11 am next webinar
- Westwind – trying to keep up
 - Testing on residents and staff, AHS wants all everyone tested
 - 3 staff must stay home because of contact with Cargill

MINUTES OF THE REGULAR MEETING
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- COW
- AUMA – Teleconference – deferment of tax,
 - Campgrounds
 - No garage sales
 - Community garden
 - Police funding as separate line
 - Shovel ready projects – no info,
 - STEP – funding,
 - Fire Restriction

Len Kirk –

- Nothing to report
- FRESC cancelled Covid-19
 - Drafting letter on dispatch

Deputy Mayor Weir –

- EDC –
- Library – Letter from Municipal Affairs commending -

Resolution 68-20 **MOVED** by Mayor Wight that the reports be accepted as presented. **CARRIED**

FINANCIAL REPORTS

Bank Reconciliation – March, 2020
 Accounts Payable Cheque Register – March, 2020
 Variance Report – unavailable

Resolution 69-20 **MOVED** by Councilor Kirk that the Financial Reports be accepted as presented. **CARRIED**

QUESTION PERIOD

Ivor – Provincial Policing costs

BYLAWS

**Bylaw 427-20 FCSS
 Advisory Committee**

Resolution 070-19 **MOVED** by Deputy Mayor Weir be revised and returned to Council at future date. **CARRIED**

**Bylaw 428-20 Request
 Removal of Name from
 Petition**

Resolution 071-19 **MOVED** by Mayor Wight that Bylaw 428-20 Request Removal of Name from Petition receive 1st Reading as amended. **CARRIED**

Resolution 072-19 **MOVED** by Councilor Kirk that Bylaw 428-20 Request Removal of Name from Petition receive 2nd Reading as amended **CARRIED**

Resolution 073-19 **MOVED** by Mayor Wight that Bylaw 428-20 Request Removal of Name from Petition proceed to 3rd Reading **DEFEATED**

MINUTES OF THE REGULAR MEETING
OF THE COUNCIL OF THE VILLAGE OF LONGVIEW
In the Province of Alberta, held on Tuesday, April 21, 2020 in
Longview Community Hall commencing at 6:30 p.m.

BUSINESS

**11.1 – RFD Deferral of
Business tax and
Utility Payment
Penalties**

Resolution 74-20

MOVED by Mayor Wight that the Village defer the payment of 50% of the 2020 Business Taxes and residential without penalty until December 31, 2020 and the Village defer utility payments for 120 days without penalty for both business and residential until the November bill which by December 31, 2020 **CARRIED**

11.2 – RFD Branding

Resolution 75-20

MOVED by Deputy Mayor Weir tabled the decision to the May Council Meeting. **CARRIED**

**11.3 – RFD Video
Surveillance**

Resolution 76-20

MOVED by Councilor moved that the video surveillance equipment audio be moved from Council Chamber to Outside the office and they be turn on. **CARRIED**

**11.4 – RFD Strategic
Planning Proposal**

Resolution 77-20

MOVED by Deputy Mayor Weir that Council award the Strategic Planning Project to MK Strategy Group of High river in the amount of \$5,200 & mileage understanding that some component will not be able to follow the proposed timelines due to Covid-19. **CARRIED**

**11.5 – RFD FCSS
Committee
Appointments**

Resolution 78-20

MOVED by Mayor Wight that the FCSS Committee tabled until after the FCSS Bylaw is passed to allow the proposed members opportunity to agreed to new scope of FCSS. **CARRIED**

**11.6 – RFD Community
Hall basement rental**

Resolution 79-20

MOVED by Deputy Mayor Weir that the Village rent the community hall basement to Travis Jimmy John to fabricate some tents. The rental cost to be \$100 per day, plus dd of same to be prepaid. **CARRIED**

**11.7 – RFD Auditors
Meeting -**

Resolution 80-20

MOVED by Deputy Mayor Weir that the 2019 Audit Presentation be held on May 19th starting at 6 p.m. then moved to public meeting for presentation & if possible auditors the present electronically. **CARRIED**

**11.8 – RFD 2020
Budget Meeting**

Resolution 81-20

MOVED by Deputy Mayor Weir that the Council meet on April 29 at 10 p.m. Budget Meeting to start the initial budget discussion **CARRIED**

11.9 – Campground

Discussion on what was planned for the 2020 season for the campground. It is open now for self-contained units. The Shower rooms and the Information Centre will not open until the Village receives some direction from AHS.

**11.10 Diamond Valley
Eco System**

Resolution 82-20

Information on Turner Valley, Black Diamond, Millarville to assist with business assistance to deal with Covid-19. Webinars.

MINUTES OF THE REGULAR MEETING
OF THE COUNCIL OF THE VILLAGE OF LONGVIEW
In the Province of Alberta, held on Tuesday, April 21, 2020 in
Longview Community Hall commencing at 6:30 p.m.

Resolution 83-20	MOVED by Deputy Mayor Weir that the Deputy Mayor Weir participate as a volunteer	CARRIED
11.11 Community Garden Resolution 84-20	MOVED by Mayor Wight that the Village consider in principle a Community Garden near the horseshoe pit lots and that any further plans be brought back to Council.	CARRIED
CORRESPONDENCE		
12.1 Post Office Lease Resolution 85-20	MOVED by Councilor Kirk that the rate increase approved last November be enforced effective May 1 st , 2020.	CARRIED
CLOSE MEETING Resolution 86-20	MOVED by Mayor Wight to close the meeting under FOIP 27(1)(a) legal privilege FOIP 18(1)(d) and Personel at 10:39 p.m.	CARRIED
Resolution 87-20	MOVED by Mayor Wight to come out of close the meeting at 10:54 p.m.	CARRIED
	No one waiting outside	
ADJOURNMENT Resolution 88-20	MOVED by Mayor Wight to adjourn the meeting at 10:56 p.m.	CARRIED

Mayor

CAO

MINUTES OF THE SPECIAL MEETING BUDGET
OF THE COUNCIL OF THE VILLAGE OF LONGVIEW
In the Province of Alberta, held on Wednesday, April 29, 2019 in
Longview Community Hall commencing at 10:06 a.m.

PRESENT

Mayor Kathie Wight
Deputy Mayor Christina Weir
Councilor Len Kirk
Chief Administrative Officer Dale Harrison

0 Public in attendance

CALL TO ORDER

Mayor Wight called the meeting to order at 10:08 a.m.

AGENDA

Budget

CAO Harrison walked through the budget department by department, with discussion and revision of some of the numbers in the document

Lunch Break

12:30 p.m. a short break was taken for lunch.

1:00 p.m. Reconvened to carry on discussion of Operating and Capital Budgets

Next Budget meeting – May 7, 2020 at 10:00 a.m.

ADJOURNMENT

Mayor Wight to adjourn the meeting at 3:08 p.m.

Mayor

CAO

MINUTES OF THE SPECIAL MEETING CAO EVALUATION
OF THE COUNCIL OF THE VILLAGE OF LONGVIEW
In the Province of Alberta, held on Monday, May 4, 2020 in
Longview Community Hall commencing at 1:00 p.m.

PRESENT

Mayor Kathie Wight
Deputy Mayor Christina Weir
Councillor Len Kirk

CALL TO ORDER

Mayor Wight called the meeting to order at 1:00 p.m.

AGENDA

Resolution 089-20

MOVED by Councillor Kirk that the agenda be adopted as presented. **CARRIED**

CLOSE MEETING

Resolution 090-20

MOVED by Mayor Wight to close the meeting under FOIP 18(1)(c) Personnel at 1.02 p.m. **CARRIED**

Resolution 091-20

MOVED by Mayor Wight to come out of close the meeting at 1:12 p.m. **CARRIED**

No public waiting outside

BUSINESS

**CAO BiWeekly Updates
to Council**

Resolution 092-20

MOVED by Mayor Wight moved that the CAO provide Council with a bi-monthly written report on updates regarding the business of the Village. Of Longview. **CARRIED**

ADJOURNMENT

Resolution 093-20

MOVED by Mayor Wight to adjourn the meeting at 1:18 p.m. **CARRIED**

Mayor

CAO

MINUTES OF THE COMMITTEE OF THE WHOLE MEETING
OF THE COUNCIL OF THE VILLAGE OF LONGVIEW
In the Province of Alberta, held on Wednesday, May 6, 2020 in
Longview Community Hall commencing at 6:30 p.m.

PRESENT

Mayor Kathie Wight
Deputy Mayor Christina Weir
Councilor Len Kirk
Chief Administrative Officer Dale Harrison

Ivor McCorquindale,

0 people in the gallery

CALL TO ORDER

Mayor Wight called the meeting to order at 6:32 p.m.

AGENDA

MOVED by Councilor Kirk that the agenda be adopted as amended.

CARRIED

Resolution 093-20

DELEGATION

Ivor McCorquindale, Community Hall Ramp Funding
3 suppliers – funding applications Crescent Point, TC Energy, Hall
Grant, CFIP

BUSINESS

**4.1 FCSS Committee
Make-up**

Proposed members for committee -

**4.2 Video Surveillance
Policy**

Draft policy presented for discussion. – Add information at bottom of
page 9 to bottom of signs

**4.3 Fire Department
Update**

Council Kirk updated Council on Longview Fire Dept – meters at Fire
Hall –
Fire hydrants – working street closure – updates – Darren
Gully burn – request from village to burn
Check manholes in gully - Justin

4.4 Skateboard Pad

Administration to contact Crescent Point about environmental cleanup
certificate.

ADJOURNMENT

Resolution 094-20

MOVED by Mayor Wight to adjourn the meeting at 8:03 p.m.

CARRIED

Mayor

CAO

MINUTES OF THE SPECIAL MEETING BUDGET
OF THE COUNCIL OF THE VILLAGE OF LONGVIEW
In the Province of Alberta, held on Thursday, May 7, 2019 in
Longview Community Hall commencing at 10:00 a.m.

PRESENT

Mayor Kathie Wight
Deputy Mayor Christina Weir
Councilor Len Kirk
Chief Administrative Officer Dale Harrison

0 Public in attendance

CALL TO ORDER

Mayor Wight called the meeting to order at 10:06 a.m.

AGENDA

Budget

CAO Harrison presented the budget based upon the adjustments made at the April 27th Budget meeting along with a few other adjustments. Council reviewed and recommended changes to the Peace Officer program and the water/wastewater reserves to hold the Village portion of the 2020 Tax bill at \$330,291.

ADJOURNMENT

Resolution 091-20

Mayor Wight to adjourn the meeting at 11:45 a.m.

Mayor

CAO

NO	ACTION DESCRIPTION	OWNER	DATE ASSIGNED	DATE DUE	STATUS
1	Invite Malmberg property owner to attend April COW	Len		April Council	Len attempted to contact to invite to April Council
2	Update Minutes put on website	June	21-Apr		
3	Repair replace broken water meters	Justin	21-Apr		
4	Meet with MLA - water approval & AMWWP grants	Kathie/Dale	21-Apr		
5	Correspondence from resident	Kathie/Dale	21-Apr		
6	Deferral of Penalties on taxes & utility bills	Dale	21-Apr		Posted on website
7	Strategic Planning	Dale	21-Apr		Notified MK Strategy attempting to have preliminary meeting
8	Hall Rental	Dale	21-Apr		Failed to attend 2 dates - still to be done
9	Post Office Lease	Dale	21-Apr		Decision was passed onto PO - lease not signed yet
10	Budget complete	Dale	07-May		Taxes bylaw prepared for Council
11	Funding for ramp	Dale	06-May		Provided TC Canada contact info to Ivor
12	Video Surveillance signs -	Dale	06-May		Added information to signs
13	Fire Department	Dale	06-May		Fire Department sent map of hydrants and construction access, letter for gully burn sent
14	Environmental Cleanup Cert - Cres Point	Dale	06-May		
15			06-May		
16					
17					
18					
19					
20					
21					
22					
23					
24					



VILLAGE OF LONGVIEW
CAO REPORT TO COUNCIL

TO: Council
FROM: Dale Harrison
SUBJECT: CAO Report from April 21-May 14, 2020
DATE: May 19, 2020

Development:

- Grocery Store – on hold
- Issued two Development Permits – basement and commercial buildings
- Letter about temporary SeaCan
- Two inquiries about possible development permits

Financial:

- Auditor errors in 2019 Financial Statements
- Draft 2020 budget for Council meeting
- Post Office lease response from Council
- Review – Student Summer Employment grants – Covid-19
- Completed SFE's for FGTP and BMTG
- Discuss with auditor – unrestricted surpluses and recording them
- Supplied Seniors with potential funding contact info for ramp
- Import Assessment and import errors – Benchmark and Muniware
- ATB change of interest rates on money on deposit
- Create tax Bylaw for draft budget, compare impacts new tax rates on several properties
- Muniware – setup assessment program and reports

Office

- Post Council meeting briefing
- Muniware – Custom Reports
- Update website – Tax & Utility penalties
- Relocate Video camera from Council chambers, put up new signage
- File annual FOIP return
- Respond to FOIP request for information
- Tracking and storing construction reports, change orders, invoicing for grant reporting
- 2x Coordinate hall rental for tent making
- Respond for FOIP request for information from former Peace officer

Council

- Prep agenda items and type minutes
- Notify MK Strategy of contract and start preliminary discussions
- Video Surveillance policy review

Public Works / Infrastructure

- Numerous contacts with MPE for underground project
- Check Little New York Estates about potential underground water leak
- Discuss street cleaning plan with Justin

- Respond to numerous complaints about construction
- New water service line to property as part of contractor work – estimates
- Estimate for contractor to repair alley behind ESSO and north end of Highwood
- Estimate for contractor to repair Longview & Highwood Drive intersection
- Estimate of contractor to build skateboard pad & patch Royalties Crescent asphalt
- Weekend disconnect of temporary waterline and reconnect procedures
- Haul routes for contractors to minimize street damage
- Type, copy, and distribute letters – water disruptions – post on website
- Graveling and grading lane in Malmberg Place – Foothills – asphalt blowout Highwood
- Grading lanes & changing drainage behind Esso
- Notices about temporary water lines freezing – website
- Replace tires on Village Truck
- Contact Fire Department – hydrants and street closure – write letter gully burn
- Contact MPE to start work on last remote upgrades
- Phil discussion of remote access upgrades and physical attendance at plant.
- Daily viewing of construction progress

Covid-19

- Received masks and Cleaning wipes
- Talked with George about updates on supplies and processes
- Activated EOC at suggestion of George
- Discuss Emergency Registration Centre for Eden Valley evacuation if necessary

FCSS Program

- Co-ordinator to review and suggest revisions to FCSS Bylaw
- FCSS Coordinator, Meals on Wheel coordinator, and Council rep to meet
- Coordinator contacted province about Emergency Funding – awaiting answer

Campground

- Monitoring AHS conditions for opening
- Contract the spreading and packing of asphalt grinds in campground
- Hire staff for grass cutting, painting and general maintenance in campground
- Paint floors in washrooms
- Plan for soft opening of campground for long weekend

Rec Board

- Chairperson – building skateboard pad during construction
- Identifying size and specs for quoting
- Foothills rep – requesting funding support for project
- Conversation with contractor & engineer, some donations offered
- Contact Husky about plume near skateboard pad

Solar Project

- Conversation with Foothills County on revenue sharing formula
- Signed agreement - Glare Study

Light Up Longview

- Fortis donation
- Funding raising contacts

Peace Officer and Bylaw Program

- Conversation with SolGen about having new Peace Officer & the process
- Research start-up costs – uniforms, training
- Letters and phone calls to dog owners violations

Meetings

- Budget Meeting 1 – April 27
- COW Meeting May 6
- Budget Meeting 2 – May 7
- 2x Construction Meetings with contractor & engineers

Apr 16

Daily routine, Ribbon off last of play park equipment, Clear ice from park side walk, Pre construction meeting and walk about for water/sewer up-grade on Foothills Dr/Morrison Rd, Check over truck and dump trailer.

Apr 17

Daily routine, Garbage pick-up, Pump out by-pass vault at SLS, Meet with FHC and check/Test curb stops along (Foothills Dr, Mountain View Pl, Morrison Rd north of Longview Dr)

Apr 20

Daily routine, Install Hand Sanitizer dispenser at front entrance of office building, Sweep gravel from sidewalks along Morrison Rd and parking lots of Community Hall and Fire Hall, Exercise curb stops on Foothills Dr, Level off ruts in entrance to shop yard, Pump out bypass vault at SLS.

Apr 21

Daily routine, Meet with MPE and Elite site services and check over curb stops and temp water, Check and clean frozen curb stops in Mountain view Pl and Morrison Rd.

Apr 22

Daily routine, Staff meeting, Meet with MPE and Elite site services go over Temp water and valve changes and placement, Check water leak at #17 10 Morrison, Pick-up parts in BD and replace water shut-off valve at #17 10 Morrison Rd, Load water tank in truck.

Apr 23

Daily routine, Meet with Elite site Services, MPE and FHC (water and sewer replacement) Pump out holding tank at WTP, Check over truck and dump trailer.

Apr 24

Daily routine, Garbage pick-up, Meet with Elite, MPE, FHC (water and sewer replacement) Hand deliver water shut-off notices.

Apr 27

Daily routine, Meet with Elite, MPE (water and sewer replacement) Push-up grind pile.

Apr 28

Daily routine, Meet with MPE, Elite, FHC (water shut down and 4 Valve install at Morrison Rd/Foothills Dr) Temp water hook-up along Foothills Dr and Mountain View Pl.

Apr 29

Daily routine, Meet with MPE, Elite (water sewer upgrade) Level out/clean-up gravel/chip piles from grass around town, Remove mower deck from campground kubota and drop off tractor at David Wights for repair, Push-up compost pile/tree branch pile.

Apr 30

Daily routine, Blade back ally-ways, meet with MPE, Elite (water/sewer upgrade) Construction meeting, Change out bad tire on truck and check over dump trailer.

*Justin
Cannan*

**VILLAGE OF LONGVIEW
BANK RECONCILIATION
April 30, 2020**

General Ledger ATB

Balance at	General account	\$1,873,003.17	
	RecBoard account	\$11,696.71	
	Light Up account	\$757.38	
	Memorial Garden account	\$9,230.99	
	Total Bank in GL		\$1,894,688.25

			\$ -
Adjusted Balance	April 30, 2020		<u>\$1,894,688.25</u>

ATB General Bank Account

Balance	April 30, 2020		<u>\$1,897,331.05</u>
Less:	Outstanding Cheques	(\$3,253.74)	
	cancelled cheque		
	deposit outstanding in GL	(\$150.00)	
Plus:	payroll outstanding in GL		
	Outstanding Deposit in Bank	\$760.94	
			(\$2,642.80)
Balance at difference	April 30, 2020		<u><u>\$1,894,688.25</u></u> \$0.00

	Total on Deposit		<u>\$1,894,688.25</u>
Less:	held for general grants	\$1,266,223.29	
	held for solar project	\$14,731.33	
	WTP Upgrade Phase 2	(\$142,708.52)	
	Sewer Replacement	(\$2,277.50)	
	held for reserves	\$578,836.39	
	held for rec board	\$11,696.71	
	held for lighthouse	\$757.38	
	held for memorial garden	\$9,230.99	
	Total held		<u>\$1,736,490.07</u>
	Balance for Operations		\$158,198.18

Village of Longview

Cheque Listing For Council

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
202000057	2020-04-01		1404	PAYMENT APRIL - JUNE ASSESSMENT FEE	1,128.75	1,128.75
202000058	2020-04-01		494955	PAYMENT AUDIT SERVICES RENDERED TC	9,042.92	9,042.92
202000059	2020-04-01		20200401	PAYMENT CONDOLENCE FOR JUDY WIEBE	75.00	75.00
202000060	2020-04-01		17533	PAYMENT PERMIT FEES FOR FEB	1,139.92	1,139.92
202000061	2020-04-01		20200327	PAYMENT CELL PHONES AND SMART HUB	248.94	248.94
202000062	2020-04-07		in158202	PAYMENT MARCH NOTIFICATIONS	6.30	6.30
202000063	2020-04-07		496400	PAYMENT PROFESSIONAL FEES RE PETITI	5,850.87	5,850.87
202000064	2020-04-07		1044620	PAYMENT NEW CANON ALL IN ONE	6,458.34	6,458.34
202000065	2020-04-07		140453	PAYMENT BIN DUMPS FOR MARCH	155.84	155.84
202000066	2020-04-07		in634205 in642649 in642652	PAYMENT OVERAGE CHARGE TO MARCH 8 PICK UP OLD ALL IN ONE CONF OVERAGE CHARGE TO APRIL 8	210.30 262.50 109.20	582.00
202000067	2020-04-07		1196810	PAYMENT INTERNET INV DATED APR 3	31.50	31.50
202000068	2020-04-07		00027211	PAYMENT GARBAGE DISPOSAL FOR MARC	305.00	305.00
202000069	2020-04-07		cmpc930	PAYMENT SHREDDING TO MARCH 24	57.51	57.51
202000070	2020-04-07		20200407	PAYMENT MEALS ON WHEELS RE COVID C	296.00	296.00
202000071	2020-04-07		20200331	PAYMENT PW FUEL FOR MARCH	554.00	554.00
202000072	2020-04-07		20200407	PAYMENT CLEANING SUPPLIES FROM CDM	23.51	23.51
202000073	2020-04-07		20200107	PAYMENT SUPPORT APRIL 2020	298.99	298.99
202000074	2020-04-07		120519	PAYMENT 2019 MUNICIPAL REQUISITION	5,930.28	5,930.28
202000075	2020-04-15		20200406	PAYMENT SUPLIES FROM MAR 6 TO APR 6	777.03	777.03
202000076	2020-04-15		20200415	PAYMENT MARCH ALLOWANCE	65.00	65.00
202000077	2020-04-15		20200415	PAYMENT MARCH RECEIPTS	109.04	109.04
202000078	2020-04-15		20200415	PAYMENT JAN - MARCH MEETINGS	221.44	221.44
202000079	2020-04-15		20200415	PAYMENT CLEANING FOR MARCH	600.00	600.00
202000080	2020-04-15		2530-017-00-13	PAYMENT MARCH ENGINEERING COSTS	1,829.10	1,829.10

Village of Longview

Cheque Listing For Council

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
202000081	2020-04-15		20200303	PAYMENT SUPPORT - MAY 2020	298.99	298.99
202000082	2020-04-15		20200320	PAYMENT MARCH 20 INV RE PHONES	281.74	281.74
202000083	2020-04-15		20200331 20200415	PAYMENT MARCH MILEAGE MEETINGS JAN - MARCH	94.54 586.46	681.00
202000084	2020-04-23		20-1033291	PAYMENT GAS AND POWER FOR APR 7 ST.	5,142.50	5,142.50
202000085	2020-04-23		0168-14	PAYMENT BENEFITS MAY 2020	582.84	582.84
202000086	2020-04-23		496887	PAYMENT RE CONFIDENTIAL HR MATTER	2,156.07	2,156.07
202000087	2020-04-23		12009929	PAYMENT INTERNET STATEMENT TO APRIL	141.70	141.70
202000088	2020-04-23		ivc0000027420	PAYMENT 2020 1ST QTR WATER SERVICE I	23,583.34	23,583.34
202000089	2020-04-23		90201952	PAYMENT DG STUDY FEE	4,200.00	4,200.00
202000090	2020-04-23		234992	PAYMENT GROUNDWATER MONITORING M	224.52	224.52
202000091	2020-04-23		02-2165	PAYMENT CONSULTING,MARKETING RE S	9,210.73	9,210.73
202000092	2020-04-23		5140	PAYMENT DESIGN,REPORTS,O&M PLAN,E	10,012.59	10,012.59

Total 92,303.30

*** End of Report ***

Village of Longview
YTD Council Summary Monthly April

General Ledger	Description	2019 Actual	2020 Budget	2020 YTD Actual	2020 Budget Remaining \$	2020 Budget Remaining %
TOTAL General Revenue		(597,892.30)	(588,264.00)	(42,284.31)	(545,979.69)	92.81
TOTAL Legislative Reveue		(5,000.00)	0.00	0.00	0.00	0.00
TOTAL Administrative Revenue		(36,736.03)	(34,812.00)	(2,283.45)	(32,528.55)	93.44
TOTAL Protective Services Reve		(74,462.00)	(69,500.00)	(14,884.00)	(54,616.00)	78.58
TOTAL Public Works Revenue		0.00	0.00	0.00	0.00	0.00
TOTAL Emergency Services Reven		0.00	0.00	0.00	0.00	0.00
TOTAL Roads & Street Lights Re		(17,034.43)	(16,528.00)	(2,880.00)	(13,648.00)	82.58
TOTAL Water Services Income		(105,808.08)	(109,000.00)	(18,150.75)	(90,849.25)	83.35
TOTAL Wastewater Services Reve		(77,016.58)	(78,450.00)	(6,314.85)	(72,135.15)	91.95
TOTAL Solid Waste Services		(18,131.21)	(18,100.00)	(3,140.14)	(14,959.86)	82.65
TOTAL FCSS Income		(10,080.00)	(10,330.00)	(3,278.00)	(7,052.00)	68.27
TOTAL Planning & Development In		(15,123.29)	(5,700.00)	(917.60)	(4,782.40)	83.90
TOTAL Campground Info Centre I		(35,992.80)	(34,520.00)	0.00	(34,520.00)	100.00
TOTAL Rec Board Income		(12,538.67)	(10,933.00)	0.00	(10,933.00)	100.00
TOTAL Hall Income		(3,590.00)	(1,800.00)	(460.00)	(1,340.00)	74.44
Total Revenue		(1,009,405.39)	(977,937.00)	(94,593.10)	(883,343.90)	90.33

Village of Longview
YTD Council Summary Monthly April

General Ledger	Description	2019 Actual	2020 Budget	2020 YTD Actual	2020 Budget Remaining \$	2020 Budget Remaining %
	TOTAL General Expenses	143,593.81	155,109.00	40,993.91	114,115.09	73.57
	TOTAL Legislative Expenses	30,150.33	36,100.00	4,305.56	31,794.44	88.07
	TOTAL Administration Expenses	228,023.58	255,363.00	126,085.22	129,277.78	50.63
	TOTAL Protective Services Expe	73,527.37	80,746.00	15,350.21	65,395.79	80.99
	TOTAL Public Works Expenses	79,205.60	84,297.00	24,415.75	59,881.25	71.04
	TOTAL Emergency Services Expen	10,686.71	10,750.00	7,084.80	3,665.20	34.09
	TOTAL Roads & Street Lights Ex	16,152.79	18,809.00	6,130.04	12,678.96	67.41
	TOTAL Water Services Expenses	117,604.69	132,100.00	39,467.96	92,632.04	70.12
	TOTAL Wastewater Services Expe	93,781.15	105,751.00	10,814.50	94,936.50	89.77
	TOTAL Solid Waste Expenses	6,337.24	6,800.00	1,987.16	4,812.84	70.78
	TOTAL FCSS Expenses	11,746.90	12,298.00	240.71	12,057.29	98.04
	TOTAL Planning and Developmmt	1,890.38	5,140.00	2,218.89	2,921.11	56.83
	TOTAL Campground Info Centre E	36,168.32	38,100.00	2,454.38	35,645.62	93.56
	TOTAL Rec Board Expenses	1,086.50	12,500.00	260.00	12,240.00	97.92
	TOTAL Hall Expenses	15,937.08	16,800.00	3,433.15	13,366.85	79.56
	TOTAL Library Expenses	5,941.67	6,139.00	2,721.36	3,417.64	55.67
	Total Expenses	871,834.12	976,802.00	287,963.60	688,838.40	70.52
P	NET DEFICIT (SURPLUS)	(137,571.27)	(1,135.00)	193,370.50	(194,505.50)	17,137.05

*** End of Report ***

BYLAW 427-20

**A BYLAW OF THE VILLAGE OF LONGVIEW
IN THE PROVINCE OF ALBERTA
FAMILY & COMMUNITY SUPPORT SERVICES ADVISORY BOARD BYLAW**

A BYLAW OF THE VILLAGE OF LONGVIEW IN THE PROVINCE OF ALBERTA TO ESTABLISH THE FAMILY & COMMUNITY SUPPORT SERVICES ADVISORY BOARD FOR THE VILLAGE OF LONGVIEW AND TO SET FORTH THE DUTIES AND RESPONSIBILITIES THEREOF.

WHEREAS the Council of the Village of Longview recognizes the value and benefit of preventative social services which enhance the quality of life for Village residents; and

WHEREAS pursuant to the Municipal Government Act, R.S.A. 2000, Chapter M-26, as amended, the Village Council of the Village of Longview, in the province of Alberta has entered into an agreement with the Minister of Human Services for the establishment, administration and operation of a Family and Community Support Services Program; and

WHEREAS Council has deemed it desirable to establish a board to be known as the "Family & Community Support Services Advisory Board" and this Board shall be responsible and accountable to Council;

NOW THEREFORE, the Council of the Village of Longview, in the Province of Alberta, duly assembled and under the powers conferred upon it by the authority of the Municipal Government Act, R.S.A. 2000, Chapter M-26, as amended, enacts as follows:

PART 1 TITLE AND PURPOSE

- 1.1 This Bylaw may be cited as "Family & Community Support Services Advisory Board Bylaw"
- 1.2 The purpose of Family & Community Support Services (FCSS) Board is:
 - a) To ensure the FCSS program operates within the approved budget.
 - b) To administer the FCSS Community Grant Program in accordance with the Alberta Provincial FCSS Act and Regulation.

PART 2 DEFINITIONS

- Board: shall mean Family & Community Support Services Advisory Board.
- Citizen-at-Large: shall mean any person who is a resident in the Village of Longview.
- Council: shall mean the Village Council of the Village of Longview.

FCSS:	shall mean Family & Community Support Services.
Member:	shall mean a member of the Board as appointed by Council.
Village:	shall mean the Village of Longview.
Co-ordinator:	shall mean the person appointed to liaise with the FCSS provincial organization, update and revised funding applications as required, review funding applications to ensure completeness, compliance and accuracy prior to presenting to funding committee for decisions. They shall coordinate the funding decision meeting, inform Council of the disbursements for approval, receive and review the Outcomes and prepare and submit Outcomes report to provincial FCSS. Ensure advisory members are knowledgeable as to funding considerations and new or updated policy and procedures.

PART3 COMPOSITION OF BOARD

- 3.1 The FCSS Advisory Board shall consist of five (5) members, all of whom shall be appointed by resolution of Council as follows:
 - a) One (1) member of Council
 - b) Four (4) Citizens-at-Large to serve terms of two (2) years **(staggered appointments so that as much as possible, there is a mix of experienced members as well as new members.)**
- 3.2 Whenever possible and practical, members of the Board shall be appointed to represent the different age groups and interests of the Village.
- 3.3 No Citizen-at-Large member of the Board shall serve more than two (2) consecutive terms on the Board unless approved by Council.
- 3.4 Any member may resign from the Board by sending written notice to Council at least thirty (30) days prior to the date of resignation.
- 3.5 At the first meeting of the Board following the Annual Organizational Meeting of Council in each year, the Board shall appoint a Chair and Vice-Chair.
- 3.6 There shall also be appointed by Council a [councillor](#) who shall attend meetings and report back to Council.
- 3.7 There shall also be appointed by Council a co-ordinator who shall assist and advise the Board. The coordinator shall undertake the administrative duties of the Board, including but not limited to, notifying members of meetings, preparing agendas, preparing minutes, maintaining records and facilitating the actions of the Board.
- 3.8 The coordinator and members of the Board shall serve without remuneration.

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~~3.8~~

~~3.9 The coordinator and members of the Board shall serve without remuneration.~~

PART4 MEETINGS

The Board shall hold at least two (2) regular meetings each year at a time and place designated by the Board.

- 4.1 The co-ordinator may call a special meeting at any time or by request of any three (3) members of the Board.
- 4.2 A majority of the Board constitutes a quorum of the Board.
- 4.3 All Board members shall be required to vote on any matter before the Board unless a conflict of interest is declared.

4.4 In the event of a tie vote, the resolution shall be deemed defeated.

~~4.4~~

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PART 5 DUTIES AND RESPONSIBILITIES OF THE BOARD

5.1 The Board shall:

- a) Submit annually to Council for approval a program plan and budget for Provincial FCSS Grant monies and municipal contributions and administer the applications as approved.
- b) Advise and make recommendations to Council on the allocation of grants and funds in accordance with the Alberta Provincial FCSS Act and Regulation to eligible non-profit organizations providing preventative social programs and services.
- c) Promote a co-operative spirit though out the Village to encourage the sharing of all available resources towards the provision of preventative social services opportunities for everyone in the Village.
- d) Monitor and review operating policies and procedures and make recommendations to Council regarding the creation and implementation of bylaws, policies and procedures relating to preventative social services matters.
- e) Advise and make recommendations to Council regarding the completion of a Community Social Needs Assessment outlining development of FCSS programs and resources.
- f) Work together with Council annually to set priorities for services and projects that fall within the mandate of FCSS.
- g) Support Council and/or designate in preparing an Annual Report to Council for the preceding year based upon the Financial Statement for the year.
- h) Not operate any bank accounts independent of the Village.

- i) The Chief Administrative Officer or a designated officer shall act as Banking Agent and provide accounting services for the purpose of financial administration of the Family & Community Support Services projects and programs.

PART 6 DUTIES AND RESPONSIBILITIES OF THE CHAIR

6.1 The ~~Co-ordinator~~Chair shall:

- a) Preside at meetings of the Board.
- b) Represent the Family & Community Support Services Advisory Board as required.
- c) Prepare agenda with FCSS Program Administration.
- d) Keep good control of the meeting and encourage person(s) wishing to speak to keep their presentation to the point and refrain from restating points that may have been made by previous speakers.
- e) Provide leadership to the Board and ensures that the Board adheres to its bylaws and policies.
- f) Signing of documents, including all minutes, as required.
- g) Shall have no vote in the decisions to award FCSS funding.

PART 7 DUTIES AND RESPONSIBILITIES OF THE VICE-CHAIR

7.1 The Vice-Chair shall:

- a) Preside at the meetings of the Board and assume the role of Chair in the absence of the Co-ordinator.
- b) Familiarize themselves with the duties of the Chair and keep informed on key issues.

PART 8 ENFORCEMENT

8.1 This bylaw shall come into force and effect on the third and final reading.

8.2 ~~Bylaw 418-18 is hereby rescinded.~~

READ A FIRST TIME this ~~21st~~19th day of ~~April~~May, 2020

Mayor

Chief Administrative Officer

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READ A SECOND TIME this 19th day of May, 21th day of April, 2020

Mayor

Chief Administrative Officer

PROCEED TO THIRD READING this 19th day of May, 21th day of April, 2020
Carried Unanimously

Mayor

Chief Administrative Officer

READ A THIRD AND FINAL TIME this 19th day of May, 21th day of April, 2020

Mayor

Chief Administrative Officer

BYLAW 428-20

A BYLAW OF THE VILLAGE OF LONGVIEW IN THE PROVINCE OF ALBERTA TO PROVIDE ADDITIONAL REQUIREMENTS FOR PETITIONS

WHEREAS under the authority and subject to the provisions of the *Municipal Government Act*, Revised Statutes of Alberta, 2000, Chapter M-26, and amendments thereto (the Act), the Council of the Village of Longview may pass bylaws respecting the petition process; and

WHEREAS the Council of the Village of Longview wishes to pass a bylaw to set out additional requirements to the Act respecting the process of petitioning; and

WHEREAS it is desirable to establish a bylaw to set out the following requirements for the petition process:

- a) the ability to remove signatures from petitions;

NOW THEREFORE the Council of the Village of Longview in Council duly assembled enacts as follows:

- 1.1 This Bylaw may be cited as the "Petition Bylaw".

INTERPRETATION

2.1 In this Bylaw unless the context otherwise requires:

- a) "**CAO**" means the "Chief Administrative Officer" or his designate;
- b) "**Council**" means the Municipal Council of the Village of Longview;
- c) "**Elector**" means a person who is eligible to vote in an election as defined in the Act and the *Local Authorities Election Act*;
- d) "**Petition**" means a formal request to Council signed by a required number of Electors; and
- e) "**Petitioner**" means an Elector, as defined in the Act and the *Local Authorities Election Act*, who signs a petition.
- f) "**Village**" means the municipal corporation of the Village of Longview or the area contained within the boundary thereof as the context requires;

REMOVAL OF NAME FROM PETITION

- 3.1 A Petitioner may remove his or her name from a Petition to Council by filing a statutory declaration with the CAO no later than fourteen (14) days after the Petition is filed with the CAO.

GENERAL PROVISIONS

- 4.1 Each provision of the Bylaw is independent of all other provisions and if any provision is declared invalid for any reason by a Court of competent jurisdiction, all other provisions of this Bylaw remain valid and enforceable.
- 4.2 Nothing in this Bylaw relieves a person from complying with any provision of any federal or provincial law or regulation, other bylaw or any requirement of any lawful permit, order or licence.
- 4.3 Any heading or sub-headings in this Bylaw are included for guidance purposes and convenience only and shall not form part of this Bylaw.
- 4.4 Where this Bylaw refers to another act, bylaw, regulation or agency, it includes reference to any act, bylaw, regulation or agency that may be substituted therefore.

Read a first time this 21st day of April, 2020.

Read a second time this 21st day of April, 2020.

Read a third time this 19th day of May, 2020.

Mayor

Chief Administrative Officer

VILLAGE OF LONGVIEW

BYLAW 429-20 - PROPERTY TAX BYLAW

BEING A BYLAW OF THE VILLAGE OF LONGVIEW IN THE PROVINCE OF ALBERTA TO AUTHORIZE THE RATES OF TAXES FOR THE YEAR 2018

WHEREAS the Village of Longview has prepared and adopted detailed estimates of the municipal revenue and expenditures as required: and

AND WHEREAS the estimated municipal expenditures and transfers set out in the Budget for the Village of Longview for the calendar year 2019 total of **Eight hundred and ninety-four thousand and one hundred and eight dollars (\$894,108)**; and

AND WHEREAS the external requisitions are;

Alberta School Foundations Fund (ASFF)	
Residential and Farmland	\$82,254.21
Non-residential	\$36,954.79
Machinery and equipment	\$0
Christ the Redeemer Separate School Division	
Residential and Farmland	\$3,592.
Non-residential	\$0
Machinery and equipment	\$0
Designated Industrial Property	315.00
Westwind Community Foundation	\$6,523.00
FRESC	\$2,382.00
Provincial RCMP Funding	\$6,414.00

AND WHEREAS taxes to fund other expenditures and transfers are:

General Municipal	\$330,291
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AND WHEREAS the Council of the Village of Longview is required each year to levy on the assessed value of all property tax rates sufficient to meet the estimated expenditures and the requisitions; a total of \$469,726 is to be collected to meet these obligations.

AND WHEREAS the Council is authorized to classify assessed property and to establish different rates of taxation in respect to each class of property, subject to the Municipal Government Act, Chapter M26, Revised Statutes of Alberta, 2000, and the amendments thereto;

AND WHEREAS the assessed value of all taxable property in the Village of Longview as shown on the assessment roll is;

Residential and farmland	\$39,963,360
Non-Residential	\$11,369,210

VILLAGE OF LONGVIEW

BYLAW 429-20 - PROPERTY TAX BYLAW

NOW THEREFORE under the authority of the Municipal Government Act, the Council of the Village of Longview, in the Province of Alberta, duly assembled, enacts as follows;

1. That the Chief Administrative Officer is hereby authorized to levy the following rates of taxation on the assessed value of all property as shown on the assessment roll of the Village of Longview:

	<u>Tax Levy</u>	<u>Assessment</u>	<u>Tax Rate</u> Mill
Alberta School Foundation Fund (ASFF)			
Residential and Farmland	\$ 82,254	\$ 39,963,360	2.13042
Non-Residential	\$ 36,955	\$ 10,392,600	3.55588
Machinery & Equipment	\$ -	\$ 976,610	0.00000
Christ the Redeemer Separate School Division			
Residential and Farmland	\$ 3,592	\$ 1,354,000	2.65288
Designated Industrial Property	\$ 315	\$ 4,152,380	0.07586
Westwind Communities	\$ 6,523	\$ 50,355,960	0.12954
Foothills Regional Emergency Services Commission	\$ 2,382	\$ 50,355,960	0.04730
RCMP Policing cost	\$ 6,414	\$ 50,355,960	0.12737
General Municipal			
Residential and Farmland	\$ 227,901	\$ 39,963,360	5.70275
Non-Residential	\$ 102,390	\$ 11,369,210	9.00590
	<u>\$ 468,726</u>		
Residential Tax rate per 1000 in assessment	8.13738	8.65984	Separate
Non Residential Tax rate per 1000 in assessment	12.86599	12.94185	DIP Indust

THIS BYLAW comes into full force and effect upon third and final reading.

READ a first and second time this 19th day of May, 2020 A.D.

UPON MOTION DULY MADE AND UNANIMOUSLY CARRIED, a third reading of this bylaw shall be held at the regular meeting of Council of the Village of Longview on May 19th, 2020.

UPON MOTION DULY MADE AND CARRIED, READ a third time this 19th day of May, 2020

MAYOR

CHIEF ADMINISTRATIVE OFFICER



**VILLAGE OF LONGVIEW
REQUEST FOR COUNCIL DECISION**

Date:	May 19, 2020	Agenda Item #:	13.1
Title:	Branding		
Submitted by:	Dale Harrison, CAO		

Recommendation:	MOVED by _____ that Council		
Alternatives:	2.	Defeat above motion.	
	3.	That discussion be tabled _____ <i>(for further information or future date).</i>	

Background:	The Economic Development Committee presented a brand for Council consideration. The topic was tabled to the March Council Meeting for a decision.
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Implications: <i>Policy, Statutory Plans, Legislative: Financial:</i>

Communications:	n/a
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Attachments:	Is the documentation severed by FOIP: NO
	1. No attachment



**VILLAGE OF LONGVIEW
REQUEST FOR COUNCIL DECISION**

Date:	May 19, 2020	Agenda Item #: 13.2
Title:	FCSS Committee Member Appointment	
Submitted by:	Dale Harrison, CAO	

Recommendation:	1. MOVED by _____ that Council appoint Rose Klassen for a one year term to the FCSS Committee effective May 19, 2020.	
Alternatives:	2. Defeat above motion.	
	3. That discussion be tabled _____ <i>(for further information or future date).</i>	

Background:	FCSS requires oversight of the grant funds. It is preferred that multiple people be resourced to ensure fair treatment to all applicants for grants.
	The FCSS Committee had four members appointed at the March 4 th 2020 Council meeting. One has since resigned, a new person needs to be added to the committee.

Implications:	
<i>Policy, Statutory</i>	
<i>Plans, Legislative:</i>	
<i>Financial:</i>	

Communications:	n/a
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Attachments:	Is the documentation severed by FOIP: NO
1.	No attachment



Video Surveillance Policy

VILLAGE OF LONGVIEW

POLICY: VD-22-001 Video	DATE APPROVED: May 19, 2020
EFFECTIVE DATE: May 19, 2020	AUTHORITY:
POLICY TITLE:	Video Surveillance Policy

POLICY PURPOSE: This policy has been developed to govern video surveillance at municipally owned properties in accordance with the privacy provisions of the Freedom of Information and Protection of Privacy Act (FOIP). Division 1, 33 a), b), c)

POLICY STATEMENT: The Village of Longview recognizes the need to balance an individual's right to privacy and the need to ensure the safety and security of the Municipality's employees, clients, visitors, and property. While video surveillance cameras are installed for safety and security reasons, the Municipality's video surveillance systems must also be designed to minimize privacy intrusion. Proper video surveillance, where deemed necessary, is one of the most effective means of helping to keep the Municipality's facilities and properties operating in a safe, secure, and privacy protective manner.

APPLICATION: This policy applies to all types of camera surveillance systems, surveillance monitors and camera recording devices used for security purposes at municipally owned properties. This policy does not apply to video surveillance used for employment related or labour-related information nor to the videotaping, audiotaping and broadcast of Council or Committee Meetings. If taping of Council or Committee meetings occurs, disclosure must be made to the participants and attendees through signs being posted.

ROLES & RESPONSIBILITIES:

The Chief Administrative Officer is responsible for

- the Video Surveillance Policy and ensuring municipal-wide compliance;
- approval of installation of video cameras at municipally owned properties based on Security Threat Assessment for the specific facility.
- implementation, administration and evaluation of the Policy and associated procedures;
- yearly evaluations of video surveillance system installations to ensure compliance with the Policy;



Video Surveillance Policy

- review of the Policy as required, and forwarding recommendations for changes, if any, to Council for approval;
- disclosure of information from the video surveillance system as Head for the Municipality under FOIP;
- ensuring that information obtained through video surveillance is used exclusively for lawful purpose.
- any site under their responsibility with a video surveillance system; ensuring that the site complies with this policy, plus any site specific procedures that may be required;
- conducting Security Threat Assessment to determine the requirement for a video surveillance system;
- completion of Privacy Impact Assessment as required.
- overseeing day-to-day operations of the video surveillance system at their site location;
- ensuring monitoring and recording devices are stored in a safe and secure location;
- ensuring all aspects of the video surveillance system are functioning properly;
- documenting all information regarding the use, maintenance, and storage of records in the applicable logbook, including all instances of access to, and use of, recorded material to enable a proper audit trail;
- ensuring that no personal information is disclosed without the approval
- ensuring that no copies of data/images in any format (hardcopy, electronic, etc.) is taken from the video surveillance system without approval.
- recording all requests for access to video records

All municipal staff shall:

- adhere to the Video Surveillance Policy and not access or use information contained in the video surveillance system, its components, files or database for personal reasons, nor dispose, destroy, erase or alter any record without proper authorization and without following the Policy.

SECURITY THREAT ASSESSMENT (Schedule 1)

Before deciding to install video surveillance, the following factors must be considered:

- the use of video surveillance cameras should be justified on the basis of verifiable, specific reports of incidents of crime or significant safety concerns;
- an assessment must be conducted on the effects that the proposed video surveillance system may have on personal privacy, and the ways in which any adverse effects can be mitigated;
- the proposed design and operation of the video surveillance systems should minimize privacy intrusion.



Video Surveillance Policy

PUBLIC CONSULTATION

The Municipality acknowledges the importance of public consultation when new or additional video surveillance systems are considered for municipally-owned buildings and property. The extent of public consultation may vary depending on the extent of public access.

When new or additional video surveillance installations are being considered for open public spaces such as streets or parks, the Municipality shall consult with relevant stakeholders and the public to determine the necessity and acceptability. When new or additional video surveillance systems are being considered for municipally-owned or operated buildings to which the public are invited, such as a library, art gallery, or municipal office, notice shall be provided at the site with an opportunity for public feedback. When new or additional systems are contemplated inside municipal buildings or staff parking lots where there may be a high risk to staff or clients, consultation shall not be required.

DESIGNING AND INSTALLING VIDEO SURVEILLANCE EQUIPMENT

Video surveillance currently recorded by the Municipality is stored directly to hard drives. Other methods of recording/storage are acceptable provided requirements of this policy are met.

When designing a video surveillance system and installing equipment, the following must be considered:

- Given the open and public nature of the Municipality's facilities and the need to provide for the safety and security of employees and clients who may be present at all hours of the day, the video surveillance systems may operate at any time in a 24 hour period.
- The video equipment should be installed to only monitor those spaces that have been identified as requiring video surveillance. Front Office and Foyer.
- Operators' ability to adjust cameras should be restricted, if possible, so that they cannot adjust or manipulate cameras to overlook spaces that are not intended to be covered by the video surveillance program.
- Visible and/or hidden surveillance cameras may be installed, however, equipment should never monitor the inside of areas where the public and employees have a higher expectation of privacy (i.e. change rooms and washrooms).
- Video surveillance is motion activated.
- Reception/recording equipment must be in a strictly controlled access area. Only authorized staff, or those accompanied by authorized staff, shall have access to the controlled access area and the reception/recording equipment.
- Every reasonable attempt should be made to ensure video monitors are not in a position that enables the public and/or unauthorized staff. Only available to CAO.



Video Surveillance Policy

The Municipality shall ensure that maps and floor plans are prepared to identify the location of all video surveillance equipment at each of the respective sites. The Clerk shall have copies of all such maps and plans, and each Senior Manager shall have a copy for any site for which they are responsible.

PRIVACY IMPACT ASSESSMENT

The Municipality will conduct a Privacy Impact Assessment when there are significant changes made to the video surveillance program, using the Information & Privacy Commissioner's Planning for Success: Privacy Impact Assessment Guide or other appropriate resources. The Privacy Impact Assessment is a risk management tool that helps to identify the effects of a given program or other activity on an individuals' privacy, and the safeguards or strategies that may be employed to eliminate the adverse outcomes of those effects or reduce them to an acceptable level. FOIP indicated that the Village did not require a PIA for this application.

NOTICE OF USE OF VIDEO SURVEILLANCE SYSTEMS

To provide notice to individuals that video is in use:

- The Municipality shall post signs, visible to members of the public, at all entrances and/or prominently displayed on the perimeter of the grounds under video surveillance.
- The notification requirements of this sign must inform individuals of the legal authority for the collection of personal information; the principal purpose(s) for which the personal information is intended to be used; and the title, business address, and telephone number of the individual who can answer questions about the collection.
- A sample notice is included as Schedule 2. Other formats of signage may be used, where appropriate, provided it includes the required notification requirements.
- Notice may also be provided via the Village of Longview website.

PERSONAL ACCESS TO INFORMATION REQUEST PROCESS

The Municipality recognizes that an individual whose personal information has been collected by a video surveillance system has a right to access his or her personal information under FOIP.

All inquiries related to or requests for video surveillance records shall be directed to the CAO. A person requesting access to a record should submit the prescribed "Request Form under the Freedom of Information and Protection of Privacy Act along with the prescribed fee. Processing of the request will be in accordance with the provisions of the Freedom of Information and Protection of Privacy Act.

If access to a video surveillance record is required for the purpose of a law enforcement investigation, the requesting Officer must complete the Municipality's Law Enforcement Officer Request Form (Schedule 3) and forward this form to the CAO.



Video Surveillance Policy

CUSTODY, CONTROL, RETENTION AND DISPOSAL OF VIDEO RECORDS/RECORDINGS

The Village of Longview retains custody and control of all original video surveillance records. Video records are subject to the access and privacy requirements of FOIP, which includes but is not limited to the prohibition of all municipal staff from access or use of information from the video surveillance system, its components, files, or database for personal reasons. Since short retention periods minimize risk of improper use and disclosure, the Municipality shall ensure that there is a standard retention period for video surveillance records at all sites.

A record of an incident will only be stored longer where it may be required as part of a criminal, safety, or security investigation or for evidentiary purposes. Video requiring viewing by law enforcement shall be copied from the hard drive and set aside in a clearly marked manner in a locked area until retrieved by the law enforcement agency. If personal information on video is used for law enforcement or public safety purposes, the recorded information shall be retained for one year after its use. Following investigation and any corresponding legal action, the law enforcement agency shall be required to destroy the video. If staff has reason to believe that the video contains personal information for law enforcement or public safety purposes, they shall notify the police and immediately make a copy from the hard drive. Copies made from the hard drive should be secured in such a way that they cannot be recorded over.

The Municipality will take all reasonable efforts to ensure the security of records in its control/custody and ensure their safe and secure disposal. Disposal methods will depend on the type of storage device.

OTHER PROMOTION

The Municipality shall also ensure that information regarding this policy and the Municipality's Video Surveillance Systems is readily available at all sites with video surveillance systems and on the Municipality's website.



Video Surveillance Policy

SCHEDULE 1 - SURVEILLANCE VIDEO SECURITY THREAT ASSESSMENT

To Determine the Requirements for a Video Surveillance System

Site Name: _____

Location: _____

Proposed Video Location: _____

Requestor: _____

Department: _____

Date: _____

1. Is there already a video surveillance system and/or camera on site? If so, please describe and advise if their set-up adheres to the Village of Longview's Security Video Surveillance Policy. (Use separate page if required). _____

2. Video surveillance should only be considered after other measures of deterrence or detection have been considered and rejected as unworkable. Have the following security counter-measures been considered and rejected as unworkable?

Security Counter-Measure	Yes	No	Comment
a) Security Procedure	_____	_____	_____
b) Duress Buttons	_____	_____	_____
c) Door Locking Hardware	_____	_____	_____
d) Alarm System	_____	_____	_____
e) Access Control System	_____	_____	_____
f) Signage	_____	_____	_____
g) Security Guard/Officer Patrols	_____	_____	_____
h) Lighting	_____	_____	_____
i) Other	_____	_____	_____

3. The use of each video surveillance camera should be justified based on verifiable, specific reports of incidents of crime or significant safety concerns. Are there any documented incidents of crime or significant safety concerns in any of the following formats?

Documentation Formats	Yes	No	Comment
a) Corporate Security Occurrence Reports	_____	_____	_____
b) Police Reports	_____	_____	_____
c) H&S Consultants Report	_____	_____	_____
d) H&S Committee Minutes	_____	_____	_____



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- e) Internal Minutes _____
- f) Other _____

4. An assessment should be conducted on the effects that the proposed video surveillance system may have on personal privacy and the ways in which any adverse effects can be mitigated. Have the following effects and mitigation strategies been considered?

Effects & Mitigation Strategies	Yes	No	Comment
a) The location of the proposed camera is situated in an area that will minimize privacy intrusion?	_____	_____	_____
b) Is the proposed camera location one where the public and employees do not have a higher expectation of privacy (i.e. not in a washroom or change room, etc.)?	_____	_____	_____
c) Is the location of the proposed video camera Visible?	_____	_____	_____
d) Can the video surveillance be restricted to the recognized problem area?	_____	_____	_____
e) Is space allocated for proper video surveillance signage?	_____	_____	_____
f) Has a drawing been attached showing the video location?	_____	_____	_____
g) Other	_____	_____	_____

5. The proposed design and operation of the video surveillance systems should minimize privacy intrusion. Have the following design and operation factors been considered for each proposed camera location?

Measures to Mitigate Effects	Yes	No	Comment
a) Can the proposed camera be restricted through hardware or software to ensure that Operators cannot adjust or manipulate cameras to overlook spaces that a threat assessment has not been Completed for?	_____	_____	_____



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- b) Is the reception equipment going to be located in a strictly controlled access area? _____
- c) Can the Video Surveillance Monitor be installed in such a way that it will be hidden from public view? _____
- d) Other _____

Comments _____

Completed By (Print) Signature Date Position Title



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SCHEDULE 2 – NOTICE OF COLLECTION



This area may be monitored by Video Surveillance Cameras (CCTV).

The personal information collected by the use of the CCTV is used for the purpose of promoting public safety and reduction of crime at this site.

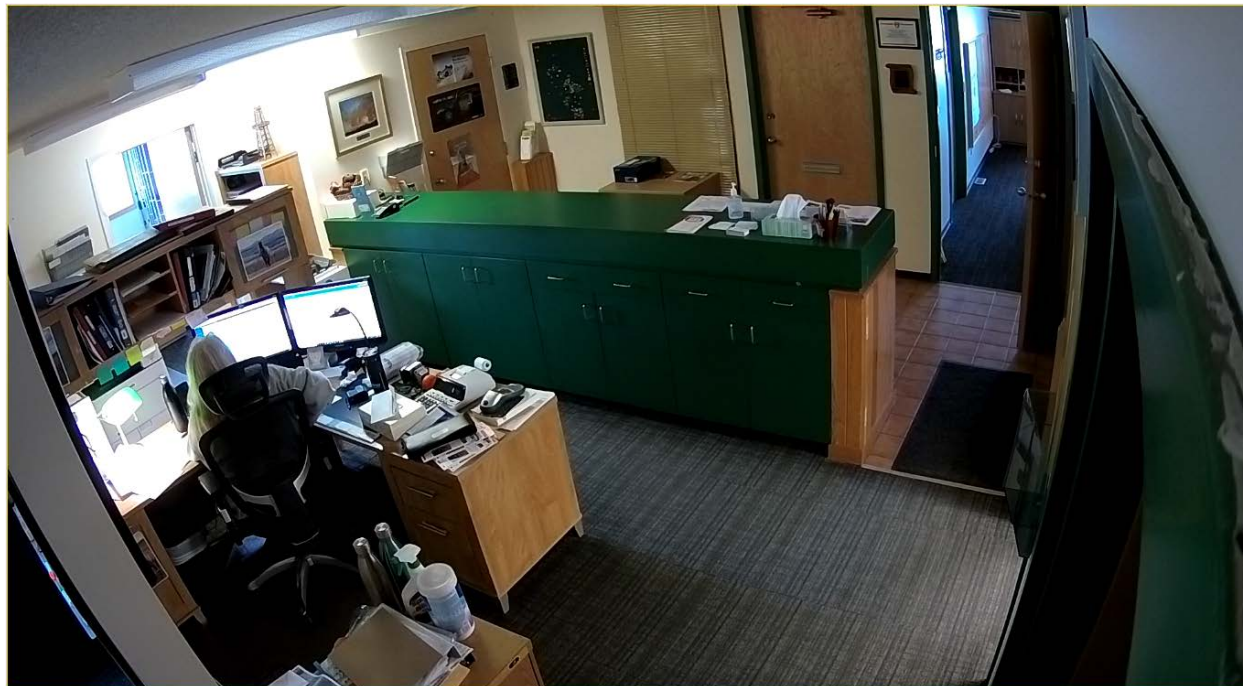
Questions about the collection of the personal information may be addressed to the CAO of the Village of Longview, PO Box 147, 128 Morrison Road, Longview, AB T0L 1H0 Phone: (403) 558-3922.



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SCHEDULE 4 – COVERAGE OF CAMERA

Camera 1



Camera 2



General		2018 Actual	2019 Budget	2019 Adjust	dif Budget	2020 Budget	Change Actual	Comments	2021 Budget
1-00-00-00-00-111	Taxes - MBE	(8,922)	(8,663)	(8,663)	(0)	(8,795)	(132)		(8,795)
1-00-00-00-00-112	Taxes - Linear	(17,455)	(18,713)	(18,713)	(0)	(16,932)	1,781		(16,932)
1-00-00-00-00-113	Taxes - Residential	(219,765)	(225,392)	(226,992)	(1,600)	(227,901)	(909)		(227,901)
1-00-00-00-00-114	Taxes - Non-Residential	(71,844)	(73,887)	(71,745)	2,142	(76,663)	(4,918)		(76,663)
1-00-00-00-00-510	Property Tax penalty	(4,961)	(4,500)	(6,558)	(2,058)	(5,100)	1,458	2020 penalties from Jan. waive penalties	(6,000)
1-00-00-00-00-540	Concession & Franchise	(75,465)	(82,000)	(79,749)	2,251	(76,667)	3,082	from company projections	(76,667)
1-00-00-00-00-550	Return on Investment	(10,572)	(20,000)	(30,483)	(10,483)	13,000	43,483	75% reduction in interest rate earned	(10,000)
1-00-00-00-00-741	Taxes - Education Separate	(3,665)	(3,665)	(3,592)	73	(3,592)	0		(3,592)
1-00-00-00-00-742	Taxes - Education Public	(136,997)	(142,241)	(142,013)	228	(119,209)	22,804	2019 rate dropped 5% from 2018 - less over collect (II,	(130,200)
1-00-00-00-00-745	Taxes - Designated Industrial	(142)	(344)	(344)	0	(315)	28	does not have to be remitted	(315)
1-00-00-00-00-750	Taxes - Westwinds	(5,923)	(6,523)	(6,656)	(133)	(6,523)	133		(6,523)
1-00-00-00-00-760	Taxes - FRECS 911 Req	(2,333)	(2,336)	(2,384)	(48)	(2,382)	1		(2,382)
	RCMP Funding Requisition					(6,414)	(6,414)	\$6,414 \$9,628, 12,828, 19,256, 19,256	(9,628)
Total General Revenue		(558,045)	(588,264)	(597,892)	(9,628)	(537,494)	60,399		(575,598)
General		2018 Actual	2019 Budget	2019 Adjust	dif Budget	2020 Budget	Change Actual		2021 Budget
2-00-00-00-00-741	Requisition - Education Separate	3,665	3,665	3,665	0	3,592	(73)		3,592
2-00-00-00-00-742	Requisition - Education Public	137,241	142,241	130,725	(11,516)	130,725	(0)	2019 ASSF Requisition	130,725
2-00-00-00-00-745	Requisition - Designated Industrial	142	344	344	0	0	(344)	under \$1000 does not remit.	0
2-00-00-00-00-750	Requisition - Westwinds Communities	5,930	6,523	6,523	0	6,523	(0)		6,523
2-00-00-00-00-760	Requisition - FRESC 911	2,336	2,336	2,336	0	2,336	(0)		2,336
	RCMP Funding					0		not due until 2021	6,414
Total General Expenditures		149,315	155,109	143,594	(11,515)	143,176	(418)		149,590
Net General		(408,730)	(433,155)	(454,298)	(21,143)	(394,318)	59,980		(426,009)
Legislative Income	Legislative	2018 Actual	2019 Budget	2019 Adjust	dif Budget	2020 Budget	Change Actual		2021 Budget
1-11-14-00-00-920	Transferred from Operating Reserves	0	0	0	0	(11,516)	(11,516)	2019 ASSF over collection from 2019 surplus	0
Total Legislative Revenue		0	0	0	0	(11,516)	(11,516)		0
Legislative	Legislative	2018 Actual	2019 Budget	2019 Adjust	dif Budget	2020 Budget	Change Actual		2021 Budget
2-11-00-00-00-120	Conventions & Seminars	3,701	4,000	2,655	(1,345)	2,700	45		2,700
2-11-00-00-00-132	CPP on Council Meetings			385	385	200	(185)		200
2-11-00-00-00-151	Meeting Fees	13,320	20,000	12,985	(7,015)	14,000	1,015		14,000
2-11-00-00-00-211	Mileage & Subsistence	2,538	2,600	2,757	157	2,800	43		2,800
2-11-00-00-00-221	Promotions & Public Relations	1,254	2,500	768	(1,732)	2,500	1,732	new branded promotion	2,500
2-11-00-00-00-240	Memberships			150	150	150	0	Mayors & Reeves	150
2-11-00-00-00-511	Council Computers	0	2,000	1,831	(169)	700	(1,131)	Printer, Software for meetings \$500	700
2-11-00-00-00-598	Donation LNYD	0	4,000	4,000	0	0	(4,000)	2020 event cancelled	0
2-11-00-00-00-599	Donations	1,300	1,000	697	(303)	1,000	303		1,000
Total Legislative Expenditures		25,016	36,100	26,077	(9,873)	24,050	(2,177)		24,050
Net Legislative		22,114	36,100	26,077	(9,873)	12,534	(13,693)		24,050
Administration	Administration	2018 Actual	2019 Budget	2019 Adjust	dif Budget	2020 Budget	Change Actual		2021 Budget
1-12-00-00-00-131	WCB Dividend	0	(650)	0	650	0	0		0
1-12-00-00-00-222	Economic Development	0	0	(617)	(617)	0	617		0
1-12-00-00-00-410	Goods & Services	(1,090)	(1,000)	(1,336)	(336)	(1,400)	(64)	Tax certificates	(1,400)
1-12-00-00-00-510	NSF Charges	(50)	0	(25)	(25)	(25)	0		(25)
1-12-00-00-00-552	Business Licences	(4,250)	(5,000)	(5,178)	(178)	(5,000)	178		(5,000)
1-12-00-00-00-560	Rental & Lease Revenue	(2,714)	(2,750)	(4,514)	(1,764)	(5,000)	(486)	Post Office increase plus \$1,800	(5,000)
1-12-00-00-00-840	Prov Conditional Grant (MSI Operating)	(20,412)	(20,412)	(21,044)	(632)	(17,726)	3,318		(17,726)

1-12-00-00-00-841	Federal Grant	15,971	0	0	0	0	0	0
1-12-00-00-00-920	Transfer from Reserves	(4,638)	(5,000)	0	5,000	(21,200)	(21,200)	3,800 Copier \$6,200, Legal \$15,000
1-12-00-00-00-990	Miscellaneous Income	(882)	0	(423)	(423)	(423)	0	(423)
Total Administration Revenue		(23,260)	(34,812)	(33,136)	1,676	(50,774)	(17,638)	(29,574)
Administration		2018 Actual	2019 Budget	2019 Adjust	dif Budget	2020 Budget	Change Actual	2021 Budget
2-12-00-00-00-112	CAD Wages	62,868	64,454	64,421	(33)	65,395	974	cola increase 65,722
2-12-00-00-00-130	Employer Benefits - Admin	5,552	5,801	6,014	213	6,200	186	2019 under budget 6,300
2-12-00-00-00-131	WCB	3,478	3,537	3,726	189	4,000	274	2019 under budget 4,100
2-12-00-00-00-132	Employer CPP - Admin	5,029	5,300	6,140	840	6,200	60	6,300
2-12-00-00-00-133	Employer EI - Admin	2,918	3,223	2,985	(238)	3,100	115	3,200
2-12-00-00-00-150	Contract Services	1,000	1,000	1,242	242	1,300	58	SecurTek, Shredding 1,300
2-12-00-00-00-151	Cleaning Contract	0	2,400	2,200	(200)	2,640	440	10% increase 2,600
2-12-00-00-00-211	Mileage & Subsistence	76	500	623	123	600	(23)	600
2-12-00-00-00-215	Freight & Postage	1,767	1,900	1,314	(586)	1,400	86	1,600
2-12-00-00-00-216	Telephone	2,542	2,800	2,254	(546)	2,500	246	2,500
2-12-00-00-00-217	Cell Phone	1,543	800	754	(46)	800	46	800
2-12-00-00-00-218	Admin Cell phone	0	780	780	0	780	0	780
2-12-00-00-00-220	Advertising & Printing	2,072	2,200	714	(1,486)	1,500	786	1,500
2-12-00-00-00-221	Promotions & Public Relations	482	1,500	279	(1,221)	1,500	1,221	1,500
2-12-00-00-00-222	Economic Development	1,530	6,500	2,040	(4,460)	3,000	960	Branding expense, Cool Little towns 1,000
2-12-00-00-00-230	Professional Services	29,257	29,000	23,028	(5,972)	42,000	18,972	Audit \$17,000, assessment \$5,000, legal, \$20,000 25,000
2-12-00-00-00-231	Tax recover expense	0	100	0	(100)	200	200	100
2-12-00-00-00-234	Training & Education	0	0	20	20	0	(20)	0
2-12-00-00-00-240	Conventions & Memberships	882	1,000	150	(850)	1,093	943	AUMA Membership 1,093
2-12-00-00-00-250	Repairs & Maintenance	3,484	5,000	963	(4,037)	5,000	4,037	5,000
2-12-00-00-00-274	Insurance	11,788	12,500	10,951	(1,549)	12,500	1,549	12,500
2-12-00-00-00-510	Office Goods & Services	2,112	2,550	2,252	(298)	2,500	248	2,500
2-12-11-00-00-510	Election Expenses	0	0	0	0	0	0	7,000
2-12-00-00-00-511	Computer Hardware & Software	7,147	10,000	10,167	167	27,540	17,373	18,340 Muniware \$15000 install, Muniware 2500 annual, Vadim 9,000
2-12-00-00-00-512	Office Equipment	105	500	0	(500)	200	200	675, Microsoft 1193, Computers 6545, Internet 1619 200
2-12-00-00-00-513	Equipment contract	7,278	7,300	7,545	245	2,500	(5,045)	3 months old copier \$1,500, copy costs 1,200 (\$6,700 fr 1,000
2-12-00-00-00-540	Office Utilities-electricity	2,695	2,000	1,995	(5)	2,100	105	2,200
2-12-00-00-00-541	Office Utilities-gas	0	900	800	(100)	900	100	1,000
2-12-00-00-00-552	Beautification	0	400	0	(400)	400	400	flower for street (donated last year) 400
2-12-00-00-00-599	Donations	141	0	125	125	400	275	Breavement 400
2-12-00-00-00-764	Transfer to Reserves	3,000	5,000	5,000	0	5,000	0	5,000
2-12-00-00-00-810	Bank charges	478	450	518	68	525	7	525
2-12-00-00-00-811	Service fees	1,940	2,000	2,322	322	2,500	178	2,500
2-12-00-00-00-815	Tax/Utility Write-off	250	120	0	(120)	200	200	200
2-12-00-00-00-990	Miscellaneous	(209)	0	124	124	200	76	200
2-12-00-00-00-996	Contingency Allowance	0	0	381	381	0	(381)	0
Total Administration Expenditures		239,757	255,363	161,825	(19,690)	206,673	44,848	increase expense 175,620
Net Administration		216,497	220,551	128,689	(18,014)	155,899	27,210	146,046
Protective Services		2018 Actual	2019 Budget	2019 Adjust	dif Budget	2020 Budget	Change Actual	2021 Budget
1-21-00-00-00-410	Fines	(65,852)	(68,000)	(75,268)	(7,268)	(30,000)	45,268	Dependent upon when a new Peace Officer is hired (95,000)
1-26-00-00-00-510	Animal control fines	0	0	0	0	0	0	0
1-26-00-00-00-525	Animal Licences	(1,526)	(1,500)	(1,490)	10	(1,500)	(10)	(1,500)
1-26-00-00-00-920	From Peace Officer reserves	0	0	0	0	(5,000)	(5,000)	0
Total Protective Services Revenue		(67,378)	(69,500)	(76,758)	(7,258)	(31,500)	45,258	loss of revenue (96,500)

	2018 Actual	2019 Budget	2019 Adjust	dif Budget	2020 Budget	Change Actual		2021 Budget	
Protective Services									
2-21-00-00-00-130	Employer Benefits PS	335	342	421	79	106	(315)	partial year	400
2-21-00-00-00-132	Employer CPP PS	2,531	2,581	2,654	73	436	(2,218)		2,800
2-21-00-00-00-133	Employer EI PS	1,201	1,225	1,204	(21)	195	(1,009)		1,300
2-21-00-00-00-211	Mileage & Subsistence	0	500	271	(229)	0	(271)		1,000
2-21-00-00-00-217	Cell phone	876	950	708	(242)	400	(308)		700
2-21-00-00-00-230	Professional Services	1,811	1,700	1,876	176	0	(1,876)	ReportExec software	1,876
2-21-00-00-00-234	Courses	637	1,000	380	(620)	0	(380)		1,000
2-21-00-00-00-510	Goods & services	665	700	656	(44)	110	(546)		800
2-21-00-00-00-511	Uniforms	1,824	1,500	316	(1,184)	30	(286)	uniforms - Shirts, pants, jackets, boots	1,500
	Tools					4,500		Vests, utility belts, handcuffs, body armour	1,000
2-21-00-00-00-512	Vehicle Expenses	3,006	1,500	656	(844)	250	(406)	partial year	700
2-21-00-00-00-520	Computer IT Support					4,900	4,900	New Laptop & Mount	500
2-21-00-00-00-522	Peace Officer Fuel	4,082	4,500	3,270	(1,230)	305	(2,965)	partial year	3,500
2-21-00-00-00-764	Transfer to Reserves	6,000	6,000	6,000	0	0	(6,000)	use for Vehicle Camera	8,000 could withhold
Total Protective Services Expenditures	22,969	22,498	18,414	(4,085)	11,232	(11,682)		reduced expenses	25,076
Net Protective Services	15,691	21,746	(40,573)	229	(20,268)	33,577		does not include PO Salary	(71,424)
Emergency Services									
2-23-00-00-00-750	Fire MD Cost Sharing	5,808	10,500	17,772	7,272	11,000	(6,772)	part of previous year	11,000
2-24-00-00-00-150	Emergency Mngt Honourariums	0	0	0	0	0	0		0
2-24-00-00-00-230	FRECS - Alert System	295	0	0	0	0	0		0
2-24-00-00-00-250	Flood Repairs	0	0	0	0	0	0		0
2-24-00-00-00-510	Goods and Services	0	250	0	(250)	0	0	(2,500)	0
Total Emergency Services Expenditures	6,103	10,750	17,772	7,022	11,000	(6,772)			11,000
Net Emergency Services	295	250	0	1	11,000	(6,772)			11,000
Common Services									
1-31-00-00-00-410	Common Services Goods & Services	0	0	0	0	0	0		0
1-31-00-00-00-920	Common Services Transfer from Reserves	0	0	0	0	0	0		0
Total Common Services Revenue	0	0	0	0	0	0			0
Common Services									
2-31-00-00-00-130	Employer Benefits PW	1,601	1,650	1,686	36	1,750	64		1,750
2-31-00-00-00-132	Employer CPP PW	2,186	2,346	2,323	(23)	2,400	77		2,400
2-31-00-00-00-133	Employer EI PW	1,108	1,122	1,112	(10)	1,150	38		1,150
2-31-00-00-00-150	Contract Services	0	650	27	(623)	500	473		500
2-31-00-00-00-211	Mileage, Subsistence	79	200	0	(200)	100	100		100
2-31-00-00-00-217	Cell Phone Allowance	780	800	780	(20)	800	20		800
2-31-00-00-00-252	Repairs & Maintenance	(1,081)	5,000	1,782	(3,218)	3,000	1,218		3,000
2-31-00-00-00-510	Goods, services	841	1,000	526	(474)	1,000	474		1,000
2-31-00-00-00-511	Tools	1,052	1,000	3,265	2,265	1,500	(1,765)	Push Blade Kubota \$1,800	1,500
2-31-00-00-00-521	Vehicle & Equipment Expenses	4,807	2,000	1,989	(11)	2,000	11		2,000
2-31-00-00-00-522	PW Fuel	5,360	4,000	4,585	585	4,000	(585)	price of fuel decline	4,500
2-31-00-00-00-540	PW Shop electricity	2,913	3,200	3,222	22	3,400	178		3,500
2-31-00-00-00-541	PW Shop - Gas	0	0	0	0	0	0		0
2-31-00-00-00-650	Amoritzation - Vehicles	5,723	0	0	0	0	0		0
2-31-00-00-00-660	Amortization - Public Works	161	0	0	0	0	0		0
2-31-00-00-00-764	Transfer to Reserves	10,000	10,000	10,000	0	10,000	0		10,000
Total Common Services Expenditures	35,530	32,968	31,298	(1,670)	31,600	302		reduced expenses	32,200
Net Common Services	35,530	32,968	31,298	(1,670)	31,600	302			32,200

	2018 Actual	2019 Budget	2019 Adjust	dif Budget	2020 Budget	Change Actual		2021 Budget
Roads & Sidewalks								
1-32-00-00-00-110 Roads & Sidewalks Street Light Billing	(14,789)	(16,528)	(17,034)	(506)	(18,500)	(1,466)		(18,500)
Total Roads & Sidewalks Revenue	(14,789)	(16,528)	(17,034)	(506)	(18,500)	(1,466)	increase in income	(18,500)
Roads & Sidewalks								
2-32-00-00-00-510 Goods, services	0	100	0	(100)	0	0		0
2-32-00-00-00-540 Street lights - electrical	17,650	18,709	17,726	(983)	18,000	274		18,000
Total Roads & Sidewalks Expenditures	17,650	18,809	17,726	(1,083)	18,000	274		18,000
Net Roads & Sidewalks	2,861	2,281	692	(1,589)	(500)	(1,192)		(500)
Water Service								
1-41-00-00-00-240 Treatment & Distribution Crescent Point utilities	(193)	0	(193)	(193)	(200)	(7)		0
1-41-00-00-00-410 Water Billing	(89,536)	(90,000)	(88,414)	1,586	(95,000)	(6,586)	5000	(95,000)
1-41-00-00-00-411 Sale of Bulk Water	(13,163)	(14,000)	(13,749)	251	(15,000)	(1,251)		(14,500)
1-41-00-00-00-412 Other Water Charges	0	0	(11)	(11)	0	11		0
1-41-00-00-00-413 Sale of Water Meters	(450)	(2,500)	(450)	2,050	(1,000)	(550)		(1,000)
1-41-00-00-00-510 Penalty	(3,547)	(2,500)	(3,183)	(683)	(750)	2,433	collected in early 2020, water penalty waiver	(3,000)
1-41-00-00-00-920 From Water reserves	(40,000)	0	0	0	0	0		0
1-41-00-00-00-990 Miscellaneous	0	0	0	0	0	0		0
Total Water Service Revenue	(146,890)	(109,000)	(106,001)	2,999	(111,950)	(5,949)		(113,500)
Water Service								
2-41-00-00-00-150 Contract Services	51,885	55,000	53,183	(1,817)	55,000	1,817	possible saving renegotiate - if additions to WTP	30,000
2-41-00-00-00-216 Telephone	961	1,000	1,264	264	1,300	36		1,300
2-41-00-00-00-217 Controls	4,308	2,000	2,551	551	2,600	49		2,600
2-41-00-00-00-230 Professional Services	(2,909)	5,000	931	(4,069)	1,000	69	engineering	1,000
2-41-00-00-00-240 2018 Water Line Break	8,258	0	0	0	0	0		0
2-41-00-00-00-242 Testing	4,236	6,500	4,507	(1,993)	4,700	193	Matrix	4,700
2-41-00-00-00-250 Repairs, maintenance	29,782	10,000	8,718	(1,282)	10,000	1,282	GM mechanical \$570, Shawnee \$2,350 Ramtech	10,000
2-41-00-00-00-251 Computer Software	441	600	208	(392)	250	42	\$4900, AccuFlo \$780	250
2-41-00-00-00-261 Reservoir Easement (Gallup)	700	700	700	0	700	0		700
2-41-00-00-00-411 Bulk Water Station	(702)	(700)	633	1,333	700	67		700
2-41-00-00-00-510 Goods & services	9,086	7,000	14,295	7,295	10,000	(3,295)	Ramtech lamps \$1,500, Water leak \$2,000, Chemicals	10,000
2-41-00-00-00-530 Water meter repairs, reader	7,141	2,500	4,931	2,431	2,500	(2,431)	\$9,700	5,000
2-41-00-00-00-540 WTP - Electricity	12,085	8,500	8,919	419	9,000	81		9,100
2-41-00-00-00-541 WTP - Gas	0	4,000	4,305	305	4,400	95		4,500
2-41-00-00-00-764 Transfer to Reserves	30,000	30,000	30,000	0	20,000	(10,000)		30,000
Total Water Service Expenditures	155,274	132,100	135,144	3,044	123,150	(11,994)		110,850
Net Water Service	8,385	23,100	29,143	6,043	11,200	(17,943)	operates at a deficit (reserves)	(2,650)
Wastewater Service								
1-42-00-00-00-410 Collection & Treatment Sewer Billing	(22,507)	(22,500)	(21,337)	1,163	(24,000)	(2,663)	2,000	(22,500)
1-42-00-00-00-420 Improvement Levy	(47,950)	(47,950)	(48,194)	(244)	(48,194)	(0)		(48,194)
1-42-00-00-00-540 Lease Revenue	(8,914)	(8,000)	(7,486)	514	(8,000)	(514)	Crescent point \$2100, Grazing \$5900	(8,000)
1-42-00-00-00-840 Prov Cond'l Grant	(10,494)	0	0	0	0	0		0
1-42-00-00-00-920 From wastewater reserve	(10,000)	0	0	0	0	0		0
Total Wastewater Service Revenue	(99,866)	(78,450)	(77,017)	1,433	(80,194)	(3,177)		(78,694)
Wastewater Service								
2-42-00-00-00-150 Contract Services	17,295	16,000	17,728	1,728	18,000	272	possible saving renegotiate -	10,000
2-42-00-00-00-217 Alarm cell phone	1,413	1,300	594	(706)	600	6		600

2-42-00-00-00-230	Professional services	0	3,000	0	(3,000)	1,000	1,000		1,000
2-42-00-00-00-250	Repairs, maintenance	28,020	10,000	7,112	(2,888)	10,000	6,000	Cummins \$2500, Thuro \$3600,	10,000
2-42-00-00-00-520	Equipment	0	1,000	0	(1,000)	1,000	1,000		1,000
2-42-00-00-00-540	Lift Station - Electricity	5,379	5,200	4,174	(1,026)	4,300	126		4,500
2-42-00-00-00-541	Lift Station - Gas	0	1,300	1,102	(198)	1,200	98		1,200
2-42-00-00-00-764	Transfer to Reserves	20,000	20,000	20,000	0	10,000	(10,000)		20,000
2-42-00-00-00-831	Debtore Interest Payment	24,853	23,910	23,910	(0)	22,928	(982)		22,928
2-42-00-00-00-832	Debtore Principal Payment	23,098	24,041	24,041	0	25,023	982		25,023
Total Wastewater Service Expenditures		120,057	105,751	98,661	(7,090)	94,051	(1,498)		96,251
Net Wastewater Service		20,192	27,301	21,645	(5,656)	13,857	(4,676)	operates at a deficit (reserves)	17,557
Solid Waste Disposal Service	Solid Waste Services	2018 Actual	2019 Budget	2019 Adjust	dif Budget	2020 Budget	Change Actual		2021 Budget
1-43-00-00-00-410	Solid Waste Billing	(17,953)	(18,000)	(18,131)	(131)	(19,000)	(869)	500	(18,500)
1-43-00-00-00-510	Cleanup Charges	(60)	(100)	0	100	(100)	(100)		(100)
Total Solid Waste Disposal Service Revenue		(18,013)	(18,100)	(18,131)	(31)	(19,100)	(969)		(18,600)
Solid Waste Disposal Service		2018 Actual	2019 Budget	2019 Adjust	dif Budget	2020 Budget	Change Actual		
2-43-00-00-00-270	Solid Waste Expense	4,916	5,000	5,040	40	5,100	60		5,100
2-43-00-00-00-350	Solid Waste Contract Services	1,772	1,800	1,792	(8)	1,900	108		1,900
Total Solid Waste Disposal Service Expenditures		6,688	6,800	6,833	33	7,000	167		7,000
Net Solid Waste Disposal Service		(11,324)	(11,300)	(11,299)	1	(12,100)	(801)	operates a surplus (less fuel, R&M trailer)	(11,600)
Utility Service Summary		2018 Actual	2019 Budget	2019 Adjust	dif Budget	2020 Budget	Change Actual		2021 Budget
Total Water Service Revenue		(146,890)	(109,000)	(106,001)	2,999	(111,950)	(5,949)		(113,500)
Total Wastewater Service Revenue		(99,866)	(78,450)	(77,017)	1,433	(80,194)	(3,177)		(78,694)
Total Solid Waste Disposal Service Revenue		(18,013)	(18,100)	(18,131)	(31)	(19,100)	(969)		(18,600)
Total Utility Service Revenues		(264,768)	(205,550)	(201,149)	4,401	(211,244)	(10,095)		(210,794)
Total Water Service Expenditures		155,274	132,100	135,144	3,044	123,150	(11,994)		110,850
Total Wastewater Service Expenditures		120,057	105,751	98,661	(7,090)	94,051	(4,610)		96,251
Total Solid Waste Disposal Service Expenditures		6,688	6,800	6,833	33	7,000	167		7,000
Total Utility Service Expenditures		282,020	244,651	240,638	(4,013)	224,201	(16,437)		214,101
Net Utility Service		17,252	39,101	39,489	388	12,957	(26,532)	Net Utilities run at a deficit	3,307
FCSS		2018 Actual	2019 Budget	2019 Adjust	dif Budget	2020 Budget	Change Actual		2021 Budget
1-51-10-00-00-841	FCSS - Christmas Donations	(550)	(500)	(250)	250	(250)	0		(250)
1-51-10-00-00-840	FCSS - Village Contribution	0	0	0	0	0	0		0
1-51-00-00-00-840	FCSS Prov Cond'l Grant	(9,830)	(9,830)	(7,534)	2,296	(9,830)	(2,296)		(9,830)
FCSS Revenue		(10,380)	(10,330)	(7,784)	2,546	(10,080)	(2,296)		(10,080)
FCSS		2018 Actual	2019 Budget	2019 Adjust	dif Budget	2020 Budget	Change Actual		2021 Budget
2-51-00-00-00-240	FCSS - Conventions, Memberships	114	114	0	(114)	114	114		114
2-51-00-00-00-221	FCSS Christmas	3,018	3,000	2,449	(551)	3,000	551		3,000
2-51-00-00-00-510	FCSS Covid-19	0	0	0	0	2,500	2,500	Covid-19 Response	2,500
2-51-00-00-00-770	FCSS Grants to organizations	9,184	9,184	9,298	114	9,298	0		9,298
2-51-10-00-00-840	FCSS - Village Contribution	0	0	0	0	2,688	2,688	2,688	0
FCSS Expense		12,316	12,298	11,747	(551)	17,600	3,165	Village contribution	14,912
Net FCSS		1,936	1,968	3,963	1,995	7,520	869		4,832
Planning & Development		2018 Actual	2019 Budget	2019 Adjust	dif Budget	2020 Budget	Change Actual		2021 Budget
1-61-00-00-00-410	Planning Fees & Charges	(1,900)	(1,500)	(8,250)	(6,750)	(1,000)	7,250		(1,000)
1-61-00-00-00-411	Superior Safety Codes Fees	(4,322)	(4,200)	(6,892)	(2,692)	(4,000)	2,892	3 new houses in 2019	(4,000)

1-61-00-00-990	Miscellaneous	0	0	0	0	0	0	0
Total Planning & Development Revenue		(6,222)	(5,700)	(15,142)	(9,442)	(5,000)	10,142	(5,000)
Planning & Development		2018 Actual	2019 Budget	2019 Adjust	dif Budget	2020 Budget	Change Actual	2021 Budget
2-61-00-00-00-211	Mileage & Subsistence	0	0	0	0	0	0	0
2-61-00-00-00-220	Advertising/Printing	0	500	0	(500)	500	500	500
2-61-00-00-00-230	Professional services	5,433	2,000	0	(2,000)	1,000	1,000	1,000
2-61-00-00-00-231	Superior charges	502	660	2,989	2,329	2,500	(489)	1,500
2-61-00-00-00-232	Mapping	0	0	0	0	0	0	0
2-61-00-00-00-235	Development- Planning	889	1,980	35	(1,945)	0	(35)	0
Total Planning & Development Expenditures		6,823	5,140	3,024	(2,116)	4,000	976	3,000
Net Planning & Development		601	(560)	(12,118)	12	(1,000)	11,118	(2,000)
Rec Board		2018 Actual	2019 Budget	2019 Adjust	dif Budget	2020 Budget	Change Actual	2021 Budget
2-72-00-00-00-770	Rec Board - Village Grant to	4,500	4,500	4,500	0	4,500	0	4,500
Rec Board Expense		4,500	4,500	4,500	0	4,500	0	4,500
Campground InfoCentre		2018 Actual	2019 Budget	2019 Adjust	dif Budget	2020 Budget	Change Actual	2021 Budget
1-72-00-00-00-274	Campground - Employment Grant	0	0	0	0	0	0	0
1-72-00-00-00-561	Campground - Off-season Rental	0	0	0	0	0	0	0
1-72-13-00-00-560	Campground Fees	(28,516)	(29,000)	(30,311)	(1,311)	(15,000)	15,311	(30,000)
1-72-13-00-00-410	Campground Goods & Services	(1,335)	(1,200)	(1,835)	(635)	(900)	935	(900)
1-72-12-00-00-412	Info Centre - Sale of Goods	(119)	(100)	(85)	15	(100)	(15)	(100)
1-72-13-00-00-840	Info Centre - Summer Emp Grant	(3,360)	(3,920)	(3,762)	158	0	3,762	0
Campground InfoBooth Revenue		(33,330)	(34,220)	(35,993)	(1,773)	(16,000)	19,993	(31,000)
Campground InfoCentre		2018 Actual	2019 Budget	2019 Adjust	dif Budget	2020 Budget	Change Actual	2021 Budget
2-72-13-00-00-150	Campground - Contract Services	140	0	40	40	40	0	40
2-72-13-00-00-132	Campground - Employer CPP	0	0	61	61	60	(1)	60
2-72-13-00-00-133	Campground - Employer EI	0	0	47	47	50	3	50
2-72-13-00-00-220	Campground - Advertising	0	0	395	395	400	5	400
2-72-13-00-00-250	Campground - Repairs, Maint	459	2,000	599	(1,401)	3,500	2,901	1,500
2-72-13-00-00-410	Campground - Firewood	0	300	0	(300)	300	300	300
2-72-13-00-00-510	Campground - Goods & Services	1,082	1,400	3,436	2,036	1,000	(2,436)	1,000
2-72-13-00-00-540	Campground - Electricity	5,094	3,750 #	3,470	(280)	2,500	(970)	3,600
2-72-13-00-00-541	Campground - Natural Gas	0	1,350 #	1,385	35	1,200	(185)	1,500
2-72-13-00-00-811	Campground - Service fees	0	1,000	598	(402)	500	(98)	500
2-72-12-00-00-132	InfoBooth - Employer CPP	590	800	802	2	(2)	(805)	(2)
2-72-12-00-00-133	InfoBooth - Employer EI	419	500	430	(70)	70	(359)	70
2-72-12-00-00-216	InfoBooth - Telephone	0	500	0	(500)	500	500	500
2-72-12-00-00-217	InfoBooth - Internet	0	0	222	222	100	(122)	100
2-72-12-00-00-250	InfoBooth - Repairs, Maintenance	0	200	226	26	200	(26)	200
2-72-12-00-00-510	InfoBooth - Goods & Services	2,275	1,700	564	(1,136)	300	(264)	300
2-72-12-00-00-511	InfoBooth - Computer equip. and softw	0	0	138	138	140	2	140
2-72-12-00-00-540	InfoBooth - Electricity	2,547	1,300 #	1,332	32	(32)	(1,364)	(32)
2-72-12-00-00-541	InfoBooth - Natural Gas	0	1,300 #	1,135	(165)	900	(235)	900
2-72-12-00-00-811	InfoBooth Service fees	0	1	1	0	220	219	220
Campground InfoCentre Expense		12,607	16,101	14,882	(1,219)	11,946	(2,936)	11,346
Net Campground		(20,723)	(18,119)	(21,111)	(2,992)	(4,054)	17,057	(19,654)
Centennial Park		2018 Actual	2019 Budget	2019 Adjust	dif Budget	2020 Budget	Change Actual	2021 Budget
								Not including wages

1-72-00-00-00-560	Park & Tent Rental	(300)	(300)	0	300	0	0	0	
Parks & Rec Revenue		(300)	(300)	0	300	0	0	0	
Centennial Park		2018 Actual	2019 Budget	2019 Adjust	dif Budget	2020 Budget	Change Actual	2021 Budget	
2-72-00-00-00-540	Parks / Rec - Centennial Park Electrici	1,256	1,300 #	1,204	(96)	1,300	96	1,300	
2-72-00-00-00-510	Parks / Rec - Goods & Services	0	0	1,312	1,312	1,300	(12)	1,300	
2-72-00-00-00-250	Parks / Rec - Repairs & Maintenance	0	1,000	24	(976)	1,000	976	50	
Parks & Rec Expenses		1,256	2,300	2,540	240	3,600	1,060	2,650	
Net Parks & Rec		956	2,000	2,540	2,540	3,600	1,060	2,650	
Community Hall		2018 Actual	2019 Budget	2019 Adjust	dif Budget	2020 Budget	Change Actual	2021 Budget	
1-74-11-00-00-840	Hall - Prov Cond'l Grant	0	0	0	0	0	0	0	
1-74-11-00-00-590	Hall Donations	(16,071)	0	0	0	0	0	0	
1-74-11-00-00-410	Hall Rental Revenue	(2,080)	(1,800)	(3,590)	(1,790)	(2,000)	1,590	2019 Federal Election rentals (2,000)	
Community Hall Revenue		(18,151)	(1,800)	(3,590)	(1,790)	(2,000)	1,590	(2,000)	
Community Hall		2018 Actual	2019 Budget	2019 Adjust	dif Budget	2020 Budget	Change Actual	2021 Budget	
2-74-11-00-00-150	Hall - Contract Services	1,400	4,800	4,800	0	5,280	480	5,620	
2-74-11-00-00-540	Hall - Electricity	4,476	2,800	2,625	(175)	2,700	75	2,800	
2-74-11-00-00-541	Hall - Natural Gas	0	1,700	1,829	129	1,900	71	2,000	
2-74-11-00-00-510	Hall - Goods, Supplies	635	500	296	(204)	500	204	500	
2-74-11-00-00-250	Hall - Repairs, Maintenance	1,709	1,000	844	(156)	1,000	156	1,000	
2-74-11-00-00-764	Hall - Transfer to Reserve	0	6,000	6,000	0	6,000	0	6,000	
Community Hall Expenses		8,220	16,800	16,396	(404)	17,380	984	17,920	
Net Community Hall		(9,931)	15,000	12,806	(2,194)	15,380	3,559	15,920	
Library		2018 Actual	2019 Budget	2019 Adjust	dif Budget	2020 Budget	Change Actual	2021 Budget	
2-74-12-00-00-540	Library - Electricity	2,448	1,650	1,632	(18)	1,700	68	1,700	
2-74-12-00-00-541	Library - Natural Gas	0	600	627	27	650	24	650	
2-74-12-00-00-750	Donations to Library	2,000	2,000	2,000	0	2,000	0	2,000	
2-74-12-00-00-751	Library - Marigold Levy	1,860	1,889	1,888	(1)	1,888	(1)	1,888	
Library Expenses		6,309	6,139	6,146	7	6,238	92	6,238	
Total Revenue All Sources		(996,622)	(967,004)	(988,478)	(21,474)	(894,108)	94,370	-10.55%	(979,046)
Salaries		192,809	205,425	191,068	(14,357)	158,912	(32,156)	-20.23%	228,910
Total Expenses All Sources		830,389	839,526	716,577	(122,949)	735,195	18,618	2.53%	710,202
		26,576	77,947	(80,833)	(158,780)	(0)	80,833		(39,933)
							unrestricted surplus		298,000
Total Annual Amortization Expenditures		288,160	0	288,160		290,000			

Summary							2021 Budget	
Total General Revenue	(558,045)	(588,264)	(597,892)	(9,628)	(537,494)	60,399	(575,598)	
Total Legislative Revenue	0	0	0	0	(11,516)	(11,516)	0	
Total Administration Revenue	(23,260)	(34,812)	(33,136)	1,676	(50,774)	(17,638)	(29,574)	
Total Protective Services Revenue	(67,378)	(69,500)	(76,758)	(7,258)	(31,500)	45,258	(96,500)	
Total Emergency Services Revenue	0	0	0	0	0	0	0	
Total Common Services Revenue	0	0	0	0	0	0	0	
Total Roads & Sidewalks Revenue	(14,789)	(16,528)	(17,034)	(506)	(18,500)	(1,466)	(18,500)	
Total Utility Service Revenues	(264,768)	(205,550)	(201,149)	4,401	(211,244)	(10,095)	(210,794)	
Total FCSS Revenue	(10,380)	(10,330)	(7,784)	2,546	(10,080)	(2,296)	(10,080)	
Total Planning & Development Revenue	(6,222)	(5,700)	(15,142)	(9,442)	(5,000)	10,142	(5,000)	
Total Campground Info Centre Revenue	(33,330)	(34,220)	(35,993)	(1,773)	(16,000)	19,993	(31,000)	
Total Parks Revenue	(300)	(300)	0	300	0	0	0	
Total Community Hall Revenue	(18,151)	(1,800)	(3,590)	(1,790)	(2,000)	1,590	(2,000)	
Total Library Revenue						0		
Revenue	(996,622)	(967,004)	(988,478)	(21,474)	(894,108)	94,370	-10.55% decrease in revenue	(979,046)
Total General Expenditures	149,315	155,109	143,594	(11,515)	143,176	(418)	149,590	
Total Legislative Expenditures	25,016	36,100	26,077	(10,023)	24,050	(2,027)	24,050	
Total Administration Expenditures	239,757	255,363	161,825	(93,538)	206,673	44,848	175,620	
Total Protective Services Expenditures	22,969	22,498	36,185	13,687	11,232	(24,953)	25,076	
Total Emergency Services Expenditures	6,103	10,750	0	(10,750)	11,000	11,000	11,000	
Total Common Services Expenditures	35,530	32,968	31,298	(1,670)	31,600	302	32,200	
Total Roads & Sidewalks Expenditures	17,650	18,809	17,726	(1,083)	18,000	274	18,000	
Total Utility Service Expenditures	282,020	244,651	240,638	(4,013)	224,201	(16,437)	214,101	
Total FCSS Expenditures	12,316	12,298	11,747	(551)	17,600	5,853	14,912	
Total Planning & Development Expenditures	6,823	5,140	3,024	(2,116)	4,000	976	3,000	
Total Rec Board Expenditures	4,500	4,500	4,500	0	4,500	0	4,500	
Total Campground Info Centre Expenditures	12,607	16,101	14,882	(1,219)	11,946	(2,936)	11,346	
Total Parks Expenditures	1,256	2,300	2,540	240	3,600	1,060	2,650	
Total Community Hall Expenditures	8,220	16,800	16,396	(404)	17,380	984	17,920	
Total Library Expenditures	6,309	6,139	6,146	7	6,238	92	6,238	
Total Payroll less CAD	192,809	205,425	191,068	(14,357)	158,912	(32,156)	228,910	
Expenditures	1,023,198	1,044,951	907,645	(137,306)	894,108	(13,538)	-1.51% increase in expenses	939,113
Net General	(408,730)	(433,155)	(454,298)	(21,143)	(394,318)	59,980	(426,009)	
Net Legislative	25,016	36,100	26,077	(10,023)	12,534	(13,543)	24,050	
Net Administration	216,497	220,551	128,689	(91,862)	155,899	27,210	146,046	
Net Protective Services	(44,409)	(47,002)	(40,573)	6,429	(20,268)	20,305	(71,424)	
Net Emergency Services	6,103	10,750	0	(10,750)	11,000	11,000	11,000	
Net Common Services	35,530	32,968	31,298	(1,670)	31,600	302	32,200	
Net Roads & Sidewalks	2,861	2,281	692	(1,589)	(500)	(1,192)	(500)	
Net Utility Service	17,252	39,101	39,489	388	12,957	(26,532)	3,307	
Net FCSS	1,936	1,968	3,963	1,995	7,520	3,557	4,832	
Net Planning & Development	601	(560)	(12,118)	(11,558)	(1,000)	11,118	(2,000)	
Net Rec Board	4,500	4,500	4,500	0	4,500	0	4,500	
Net Campground Info Centre	(20,723)	(18,119)	(21,111)	(2,992)	(4,054)	17,057	(19,654)	
Net Parks	956	2,000	2,540	540	3,600	1,060	2,650	
Net Community Hall	(9,931)	15,000	12,806	(2,194)	15,380	2,574	15,920	
Net Library	6,309	6,139	6,146	7	6,238	92	6,238	
Total Payroll less CAD	192,809	205,425	191,068	(14,357)	158,912	(32,156)	228,910	
Net Deficit (Surplus)	26,576	77,947	(80,833)	(158,780)	(0)	80,833	(39,933)	

	2018 Actual	2019 Budget	2019 Adjust	dif Budget	2020 Budget	Change Actual	2021 Budget	
Rec Board								
1-71-00-00-00-550 Rec Board - Interest Earned	(130)	(15)	(39)	(24)	(40)	(1)	(40)	
1-71-00-00-00-850 Rec Board - MDF grant	(8,000)	(8,000)	(8,000)	0	(8,000)	0	(8,000)	
1-71-00-00-00-920 Rec Board - Transfer from Reserves	0	0	0	0	0	0	0	
1-71-00-00-00-840 Rec Board - Village Grant	(4,500)	0	(4,500)	(4,500)	(4,500)	0	(4,500)	
1-72-00-00-00-562 Rec Board Donation	0	0	0	0	0	0	0	
Rec Board Revenue	(12,630)	(8,015)	(12,539)	(4,524)	(12,540)	(1)	(12,540)	
Rec Board	2018 Actual	2019 Budget	2019 Adjust	dif Budget	2020 Budget	Change Actual	Comments	2021 Budget
2-71-00-00-00-150 Rec Board - Contract Services	625	4,500	1,087	(3,414)	1,150	64	T&T Disposal \$1,100.	1,150
2-71-00-00-00-510 Rec Board - Goods & Services Exp	480	500	0	(500)	500	500		500
2-71-00-00-00-770 Rec Board - Grants to Organizations	8,500	7,500	0	(7,500)	7,500	7,500		7,500
2-71-00-00-00-520 Rec Board - Rink Expenses	1,160	0	0	0	0	0		0
2-72-00-00-00-770 Rec Board - Village Grant to	4,500	4,500	4,500	0	0	(4,500)	How do we account for the as an expense (same as FCS	0
Rec Board Expense	15,265	17,000	5,587	(11,414)	9,150	3,564		9,150
Net Rec Board	2,635	8,985	(1,366)	(13,509)	(3,390)	3,562		(3,390)

<u>2020-2024</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>Funding Source</u>
Version I						
<u>Office</u>						
Municipal Accounting System	15,000					MSI Operating
Office Copier	6,200					from General reserve
<u>Peace Officer</u> - Camera system for Car	8,000					from reserve
AFFRSC - portable				9,000		from revenue
Speed Reader Board	4500					from reserve
<u>Public Works</u>						
Replace Skidsteer		50,000				MSI & reserve
2 ton plow & dump truck			20,000			MSI
Garage for Bobcat & Kubota - power & Heat				20,000		Gas Tax Fund
Sidewalk Repair & installation			50,000			
<u>Water System</u>						
Meter water to trailer park	5,000					MSI approved
Infrastructure Replace - Foothill Drive	1,342,050				MSI Capital FGT	Offsite Levy
<u>Community Hall</u>						
- Ramp		25,000				New Horizon
<u>Campground</u>						
Level and pack Grindings	1200					
New post and entrance sign Campground		4,000				MSI Operating
Skateboard Pad - Rec Board		36,000				reserve / donations
Enclosed Camp Kitchen			150,000			Fund raising/ donations
Fencing around Centennial Park			20,000			
	-	1,381,950	115,000	240,000	29,000	-
						1,765,950

<u>GRANTS</u>						
MSI Operating	17,726	16,830	16,830			
MSI Capital	888,196	175,000				
Gas Tax Fund	346,479	50,000	50,000	50,000	50,000	
BMTG	69,084					
AMWWP	107,675					
Offsite Levy	110,911					
	1,540,071	241,830	66,830	50,000	50,000	1,948,731

182,781

<u>RESERVES</u>	Opening	Closing	
Rec Board	11,952	-10,000	
General Operating	39,017	-26,200	Mayor
Public Works	33,081		
Water/Wastewater	343,184		
Community Hall	38,667		
Peace Officer	13,364	-8,500	CAO
	479,265	(44,700)	



**VILLAGE OF LONGVIEW
REQUEST FOR COUNCIL DECISION**

Date:	May 19, 2020	Agenda Item #:	13.5
Title:	Offsite Levy Application		
Submitted by:	Dale Harrison, CAO		

Recommendation:	1. MOVED by _____ that administration utilize the Offsite Levy to cover part of the Phase 2 Water Treatment Plant.
Alternatives:	2. Defeat above motion.
	3. That discussion be tabled _____ <i>(for further information or future date).</i>

Background:	<p>The Village has \$110,911 on deposit from offsite levies charged for the construction of Malmberg Place. Offsite levies have a very narrow use for financing infrastructure. The Village does not take on many infrastructure projects that would qualify for the use of these funds. i.e. the current infrastructure replacement would not qualify.</p> <p>MGA Section 648 (2) An off-site levy may be <u>used only</u> to pay for all or part of the capital cost of any or all of the following:</p> <p style="padding-left: 40px;">(a) new or expanded facilities for the storage, transmission, treatment or supplying of water;</p> <p>Most grants for projects require a portion of a project to be covered by municipal dollars. The off-site levy can be used to cover some of the Village contribution to offset the grants for the Water Treatment Plant Upgrade project that was completed in multiple stages over the past 5 years. The total cost of this project was over</p>
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Implications: <i>Policy, Statutory Plans, Legislative:</i> <i>Financial:</i>

Communications:	n/a
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Attachments:	Is the documentation severed by FOIP: NO
1.	No attachment



**VILLAGE OF LONGVIEW
REQUEST FOR COUNCIL DECISION**

Date:	May 13, 2020	Agenda Item #:
Title:	EDC Appointment of Clayton Cocks	
Submitted by:	Dale Harrison, CAO	

Recommendation:	MOVED by _____ that whereas members of the public are openly	
Alternatives:	2. Defeat above motion. 3. That discussion be tabled _____ <i>(for further information or future date).</i>	

Background:	<p>Clayton owns and operates Badland Catering located here in Longview. He offers years of experience and a newcomer's perspective to our EDC team. He has specific knowledge to Farmers Market which is one of the EDC's priorities.</p> <p>The EDC Committee currently consists of the following members. Jeff Nelson - Chair Kirk Davis Dennis Kilburn Clayton Cocks - pending Christina Weir – Council Rep Dale Harrison – guest/advisor</p>
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Implications: <i>Policy, Statutory Plans, Legislative:</i>	
<i>Financial:</i>	N/A

Communications:	Notices posted at Council meetings
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Attachments:	Is the documentation severed by FOIP: NO
1.	none